

**Ashland Town Library
Minutes of Library Trustees Meeting
January 18, 2018**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:03pm by Chair Alice Staples.

Approval of Minutes

- *A motion was made (Staples) and seconded (Ruell) to approve the minutes of December 18, 2017. The motion was approved unanimously, 3-0.*

Director's Report

- Sara proposed using some remaining 2017 funds to purchase library promotional materials. She reviewed some possible materials and costs, including: book bag bingo (bags from Demco) for children and adults; custom printed magnets with library contact information (Rainbow Printing); upgrading library cards (laminated wallet card with key tag). The trustees supported Sara moving forward with the proposals for purchasing book bags (for book bag bingo) and magnets, depending upon budget availability. Upgrading the library cards might wait until we have fewer of the current cards left.
- The NH State Library interlibrary loan automated system has been inoperable for 2 months. All libraries in the state have had to go back to the old time-consuming, labor intensive manual system to fulfill patrons' requests. At this time, there is not a definite timeline for solution of the problem.
- It was noted that the lack of outside lighting has resulted in some complaints from patrons regarding night-time safety on the front stairs and the 2 walkways from Pleasant Street, especially during the winter evening hours. There used to be a light over the front gable of the library which illuminated the granite stairs, but it is no longer there; the light over the back ramp is no longer working. Patrons have also commented on the lack of railings on the 2 walkways (both of which have a significant grade toward the library). The lack of a railing on the walkway leading to the handicapped ramp is especially critical for elderly patrons. The Library Trustees will send a letter to the Scribner Trustees about these issues and our desire to discuss possible solutions to providing safe access to the library.
- **Non-Public Session** – *At 6:31pm, a motion was made (Ruell) and seconded (Staples) to go into non-public session for personnel purposes, pursuant to NH RSA 91-A:3, II (a). The motion was approved unanimously by roll call vote (Staples, Ruell, Badger). The 3 trustees and the library director were present. They discussed the compensation and job titles of individual employees. At 6:40pm, a motion was made (Badger) and seconded (Ruell) to come out of non-public session. The motion was approved unanimously, 3-0, and the public meeting resumed. No decisions were made relative to individual employees in the non-public session.*
- At our next meeting, we will begin a review and discussion of the current salary schedule policy, including beginning salaries in comparison to other departments, job titles, job descriptions and long-term goals. We will review salaries for the short-term (2018) after the budget has passed.

Treasurer's Report

- We reviewed recent expenses and income, reviewed some end-of-the-year balances, and approved the current financial report.
- We have received the first 2018 appropriation from the town (\$4,000). But, as of this date, we have not yet received the unused balance of our 2017 appropriation (approximately \$2,100).
- There are 3 accounts in which we have underspent the 2017 budget (approximately \$2989): wages (plus benefits), tech support & catalog, and utilities.
- The trustees reconfirmed our previous decision to make the \$2,177 payment for the balance to Mango Security for the security cameras from the 2017 appropriation.
- The security company replaced the library's old router, \$80 cost with free installation. We will request that the billing for the router be separate from the security camera billing.
- The December electric bill is higher than normal, due to the exterior Christmas lights. The lights were unplugged before the new year.

Old Business

- **Security Cameras** – The installation of the security cameras is complete and are working well. Additional security cables will be investigated for equipment.
- **Exterior Winter Maintenance** -- Exterior winter maintenance (plowing sidewalks, etc.) has improved, with good communication between the Library and DPW Director Craig Moore. If we have to call a contractor in an emergency, we do expect that we would pay for the service. We will continue to watch the maintenance of Pleasant Street; plowing and sanding of the sidewalk and removal of the snowbank alongside the parking spots are especially important for access to the rear handicapped entrance for library patrons.
- **Town/Library Relations** – We re-iterated that our letter to the BOS regarding library trustees' responsibilities was merely to educate the BOS and town staff on our roles and responsibilities under NH RSA's.

New Business

- **Old Library Sign** – David asked if the Library would be willing to donate the old library sign to the Ashland Historical Society. *A motion was made (Badger) and seconded (Staples) to donate the old library sign to the Historical Society. The motion was approved unanimously, 3-0.*
- **Letter to the Editor** – We reviewed and edited a draft of a letter to the editor, asking for support of the warrant article for the library building capital reserve fund.
- **Department Head Reports** – The Town Administrator will be including department head reports at the second BOS meeting of each month. The Library will also contribute to that report, with brief statistics and highlighting programs, events or services.

Next Meeting

- **February 22, 2018 – Library Trustees Meeting, 6:00 pm, Ashland Town Library.**

The meeting was adjourned at 7:57 pm.

Minutes submitted by Mardean Badger