

**Ashland Town Library  
Minutes of Library Trustees Meeting  
February 22, 2018**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger  
Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 6:01 pm by Chair Alice Staples.

**Approval of Minutes**

- *A motion was made (Ruell) and seconded (Staples) to approve the minutes of January 18, 2018. The motion was approved unanimously, 3-0.*

**Director's Report**

- The Arts Alliance of Northern NH has confirmed a program which the Ashland Town Library is hosting, to introduce the author William Alexander ([www.willalex.net](http://www.willalex.net)) who writes fantasy and science fiction for children and young adults. The program on March 12, 6:00-8:30pm at the Booster Club will include an introduction to his books and a presentation on the writing process.
- Joanne Bickford, Librarian at Ashland Elementary School, has invited the Ashland Town Library staff to be guest readers during "I Love to Read & Write Week" (March 5-9). Sara will work out a schedule.
- Michael York, NH State Librarian, has shared a letter from the Chief Officers of State Library Agencies regarding the status of federal funding for libraries in President Trump's proposed budget. The proposal eliminates the Institute of Museum and Library Services (IMLS), which provides funding support for state and local libraries.
- The state's interlibrary loan system is still down. The lack of a replacement system is affecting local libraries' ability to share materials efficiently.
- Sara has started some research into appropriate databases for libraries. Pease Public Library (Plymouth) spends \$2500 per year for *Lynda.com*, which is an online learning platform that provides instruction in business, software, technology and creative skills. Laconia Public Library provides *hoopladigital.com*, which is a collection of ebooks, movies, television shows, and music content available for streaming or download. Their cost for that service is being budgeted at \$12,000 for 2018 (cost is based on usage). Both of these options are far beyond the funding capability of a small library such as ours. We will continue to investigate feasible resources.

**Treasurer's Report**

- We reviewed recent expenses and income, and approved the current financial report.
  - The final payment to Mango for the security cameras was taken from the final 2017 appropriation.
  - Recent expenses included books, videos, subscriptions, supplies, utilities (2 payments), and cleaning (2 payments).
  - Income included first 2018 appropriation (\$4000), computer loss restitution (\$34.20), donations (\$206), copy fees (\$45), among others.

### Old Business

- **Security Cameras** are running well. *A motion was made (Badger) and seconded (Staples) to approve the updated Ashland Town Library Security Camera Policy. The motion was approved unanimously, 3-0.*
- **Letter to the Editor** regarding Warrant Article 17 (library capital reserve fund) will be submitted to the Record Enterprise and the Laconia Daily Sun.
- **Salary Schedule**
  - We reviewed our salary schedule policy, which was last revised in 2013. The current minimum wage is \$7.25, which is also the minimum wage for our Library Aide position. A recent ad for an Ashland Park & Recreation after-school program substitute listed \$8.00 per hour starting pay.
  - Sara shared a listing of minimum salaries in NH public libraries with populations under 3,000 and within a 30-mile radius of Ashland. Ours was the lowest in both groupings.
  - Our current schedule has 3 categories – Library Aide; Assistant Library Director; Library Director. We discussed adding a new lowest category of Circulation Assistant, and re-naming the Library Aide position to Library Assistant. We briefly discussed a draft job description for Library Assistant, and noted that all the job descriptions should be reviewed. Two areas that are omitted in the current job descriptions are Interlibrary Loan and Social Media responsibilities.
  - We will continue discussion on how we might adjust salaries for 2018 (dependent on budget) and for 2019 proposals, and will do further review of job descriptions.
- **Policies** – Sara shared an updated list of current library policies. We noted a need for an updated master file of policies.

### New Business

- **Election Activity** – We have 3 signs from previous years supporting the capital reserve warrant article. Sara will investigate the cost of additional signs. *A motion was made (Staples) and seconded (Badger) to pay for additional signs from the Donations account, up to \$100. The motion was approved unanimously, 3-0.* On election day March 13, Mardean (early morning) and Alice (late day) will be outside at the polls.

### Other Business

- Alice shared 2 articles regarding fundraising and 25 reasons why libraries are important.
- Mardean shared a summary of RSA 91-A non-public session procedures.

### Next Meeting

- March 22, 2018 – Library Trustees, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:14 pm.

*Minutes submitted by Mardean Badger*