

**Ashland Town Library
Minutes of Library Trustees Meeting
December 19, 2017**

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

The meeting was called to order at 6:06 pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of November 16, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- We thanked David for doing some of the shoveling and ice chipping after the recent storm. The town has also cleared after the storms.
- The desk computer #2 (the newer computer) is now working fine.
- The other computer did not work at all on the recent Saturday. After the battery was re-set on Monday, it has been operating. This is the older computer, which was stolen in 2011 and subsequently recovered. All data has been backed up, in case of any future problems.
- Jeff Levesque has not yet responded to our request for input on evaluating our computer network and systems.
- We will probably need to buy a new, better router.
- Christmas Night in Ashland went well, with about 100 photos taken.

Treasurer's Report

- We reviewed and approved the current financial report.
- Expenses were typical (books, videos, utilities, cleaning, audios, subscriptions, supplies, program supplies, etc.). Two annual payments were made for the Junior Library Guild subscription (\$1,393.70) and the Norton Security fee (\$109.98).
- David transferred \$57 from copy fees to pay for part of a printer ink cartridge. We have \$400 remaining in the copy fees account.
- The library received a \$500 donation from a New Hampton resident (not a library patron), through a foundation. A thank you note will be sent.
- The library computer fund received another restitution payment (\$34.20), which brings it to a total of \$126.49 for the year.
- There are 2 weeks of payroll left and about \$4,000 remaining of the town appropriation. A few other items may be purchased, such as a router, before the end of the year.
- The Budget Committee approved our revised 2018 budget (increased wages, FICA, and Medicare).
- Installation of the security cameras is scheduled for December 22 [*later re-scheduled to January 8*]. The first payment was taken from donations. The final (second) payment of \$2,177 will be due upon completion of installation.

- **A motion was made (Badger) and seconded (Staples) to pay the final amount from the town appropriation (if sufficient funds available) by December 31. The motion was approved unanimously, 3-0.**
- **A motion was made (Ruell) and seconded (Badger) to request the BOS to release the first quarter 2018 town appropriation, \$4,000, to the library. The motion was approved unanimously, 3-0.** David will write the letter.

Security Cameras

- Installers will arrive at 8am on December 22 *[later re-scheduled to January 8]*. Tom Peters will have the basement unlocked for them. There is also no school on that day, so it is likely to be very busy.
- We discussed and reviewed the draft policy for the Security Cameras, and made some wording adjustments.
 - **A motion was made (Badger) and seconded (Staples) to approve the draft *Ashland Town Library Security Camera Policy*. The motion was approved unanimously, 3-0.**
 - The draft will be sent to the town attorney for legal review and any suggested changes will be discussed at our next meeting.

Warrant Article

- The wording of the 2018 warrant article for the library building capital reserve (\$25,000) has been corrected with the town. The BOS voted to recommend the article.

2018 Projects

- Staff evaluations will be done in January and February.
- Trustees will vote on staff raises in March after the town budget is approved.
- Sara will review our policies to determine which ones should be revised next. Creating a basic organizational structure for the policies was suggested.

Annual Report

- The library report for the annual Town Report is due January 5 to the town office. Alice and Sara will draft the report.
- We can re-use our general “Support the Library” signs and create a letter to the editor prior to the deliberative session (February 3, Noon) and the election (March 13).

Next Meeting

- January 18, 2018 – Library Trustees Meeting, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:23 pm.