

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

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe; Eli Badger

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

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of February 22, 2018. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara read to two Kindergarten classes at Ashland Elementary School on March 9. Sara has also taken some of the new library book bags and magnets to the school library.
- A letter has been sent to MVSB requesting their sponsorship for the Squam Lake Science Center pass.
- Sara is investigating obtaining movie licensing through the State Library, for \$286. A patron has donated \$200 toward the cost, and the balance may come from either the Trustees or the Friends. A projector has been donated and purchase of a screen will be researched.
- In January, we approved sending a letter to the Scribner Trustees about the need for adequate outdoor lighting and railings to provide safe accessibility. There has been no response yet.

TREASURER'S REPORT

- We reviewed recent expenses and income, and approved the current financial report.
 - Expenses included audios, videos, books, magazines, supplies, program materials, telephone, electric, water/sewer, and signs for the election.
- The library budget passed \$63,558 (requested \$63,557).
- We reviewed the draft letter to the Board of Selectmen, outlining the payment schedule (exclusive of wages, FICA and Medicare) to be made from the town appropriation to the library for 2018. The first payment was already received (\$4,000). The remaining 3 payments will be \$6,047 (second quarter), \$5,247 (third quarter) and \$5,097 (fourth quarter). **A motion was made (Badger) and seconded (Staples) to approve the schedule of payments to be outlined in a letter to the Board of Selectmen. The motion was approved unanimously, 3-0.**
- We reviewed the proposal for salary increases for the employees, to be submitted to the Town Office on our new salary change form. The proposed raises (\$.50/hour) were included in the approved budget, and are \$.25/hour above our salary policy. The policy does allow us to approve raises above the salary schedule. **A motion was made (Ruell) and seconded (Badger), to approve raises of \$.50/hour, beginning April 1, for the four employees. Sara will complete the forms, which will be signed by Alice as Chair of the Trustees. The motion was approved unanimously, 3-0.**

OLD BUSINESS

Job Titles & Job Descriptions

- We continued our discussion of the revision of the job titles and job descriptions. There are currently 3 position titles (Library Director, Assistant Library Director, Library Aide). We are proposing changing the Library Aide job title to Library Assistant, and adding a fourth job title. The new hierarchy will be Library Director, Assistant Library Director, Library Assistant, and Circulation Assistant.
- Sara distributed draft job descriptions for Library Assistant and Circulation Assistant. She is also working on revising the job descriptions for Library Director and Assistant Library Director. We will review all the job descriptions at the same time.
- The salary schedule policy will be revised at a later time, to include the revised job titles and appropriate salary progression. One issue to be discussed is increasing the beginning salary of the lowest position, to make it more competitive with other libraries, other town positions and other fields.

Policies

- Sara distributed a list of our current policies and forms for future reference and review.

NEW BUSINESS

Safety Issues

- After reviewing a recent incident in the bathroom, we discussed the need to have a door handle on the bathroom door which can be unlocked from the outside in an emergency. We will have Steve Orlich check the current door handle and replace it if needed. **A motion was made (Ruell) and seconded (Badger) to approve replacing the door handle at the library's expense, with the permission of the Scribner Trustees. The motion was approved unanimously, 3-0.**
- Recently a NH library inquired if other libraries train their employees in the use of Narcan; the trustees of that particular library had decided against doing that. We will not stock Narcan and will not ask our employees to administer it. A 911 call will be made in such an emergency.

Library Building

- The Heritage Commission recently did a video tour of the Town Hall and there has been some discussion of videotaping other town buildings, to document the history and the condition of each town asset.
- Some have suggested the library building could be one of the next video tours, which would have to be with the cooperation of both the Library staff, Library Trustees and the Scribner Trustees to enable access to all areas. Such a video tour should be for the purpose of showing the building, illustrating its history and documenting its condition as a town asset.
- The Library Trustees also mentioned the possibility of doing such a video tour ourselves.

Library Promotion

- Kathleen DeWolfe, Selectboard member, thanked Terry Fouts for giving her a recent tour of the library facilities and programs. She also reviewed the Tom Ladd report, which discussed the current library program, its current space, and projected space needs to support the library program. At the last BOS meeting, Kathleen mentioned some of the programs being offered by the library. The Town Administrator also mentioned the value of using a library as a family.

NEXT MEETING

- April 19, 2018 – Library Trustees, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:15 pm.

Minutes submitted by Mardean Badger