

**Ashland Town Library
Minutes of Library Trustees Meeting
April 19, 2018**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe

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 March 22, 2018. The motion was approved unanimously, 3-0.**

Director's Report

- Sara attended a webinar today about the new multi-state discount buyers' group, MHEC. (Massachusetts Higher Education Cooperative). All New Hampshire libraries (and New England libraries) can participate in this group beginning August 2018 to receive discounts from many library-related companies (supplies, furniture, books, etc.). This broader MHEC group replaces the previous SCOOP group which served Maine, New Hampshire and Vermont libraries.
- The library staff has started planning and booking events for the summer. Primary events will not be scheduled in July, to avoid conflict with July 4th and 150th Anniversary events.
 - June 28 – Science Center of New Hampshire, live animal program, 6pm
 - August 2 – Folk Tales and Folk Music program, 6pm
 - July 7 – Friends of the Library book sale, 9am to 2pm.
- Interlibrary loan update – Michael York's update stated that the State Library has unsuccessfully searched for a temporary solution to the breakdown of the automated interlibrary loan program. They are now looking for a permanent solution.
- There has been no response yet from MVSBS regarding sponsoring the Science Center pass.
- The bathroom door handle has been checked and the lock can be overridden in an emergency. Sara will ensure that all staff will know the procedure.
- There has been no response to the letter that we sent to the Scribner Trustees regarding outside lights and railings. However, the light over the rear ramp was fixed shortly after the letter was sent.
- The Trustees thanked Sara for her monthly news items sent to the Town Administrator for his department reports to the BOS.

Treasurer's Report

- We reviewed expenses and income, and approved the current financial report.
 - Revenues included the quarterly town appropriation, book sale, and vendor refund.
 - Expenses included books, videos, cleaning, utilities, program supplies, mileage, and Weebly website subscription renewal.
- The Town Administrator mentioned to David his idea to possibly institute a "*Little Free Library*" location (<https://littlefreelibrary.org>) and a "*Little Free Pantry*" location (<http://www.littlefreepantry.org>) near the Town Hall. Our response to the idea is generally supportive.
 - There is currently one "*Little Free Library*" in Ashland at 2 Spruce Drive, Rural Bend community off Route 132; the Ashland Town Library supplies books for that location.

OLD BUSINESS

Job Descriptions, Positions and Salaries

- The Trustees and Library Director extensively reviewed the drafts of four job descriptions: Library Director, Assistant Director, Library Assistant, and Circulation Assistant. After corrections and edits were complete, **a motion was made (Badger) and seconded (Staples) to approve and adopt the amended job descriptions for Library Director, Assistant Director, Library Assistant, and Circulation Assistant. The motion was approved unanimously, 3-0.**
- With Sara's recommendations, the Trustees re-assigned the current library staff to the newly titled positions. **A motion was made (Badger) and seconded (Staples) to designate Terry Fouts as Assistant Director, Lisa Rollins as Library Assistant, and Robbie Binette as Circulation Assistant. The motion was approved unanimously, 3-0.**
- After discussion of current compensation and the status of the current library budget, **a motion was made (Ruell) and seconded (Badger) to add \$.25/hour to the salary rate of Lisa Rollins (Library Assistant) and Robbie Binette (Circulation Assistant) beginning on April 30, with notification to the Town Office. The motion was approved unanimously, 3-0.**
- We discussed the current salary schedule policy, the addition of the new position, the renaming of existing positions, the beginning wage for each position, and the wage progression. The policy will be reviewed and revised during August or September, prior to developing the 2019 budget proposal.

Movie Projection License and Equipment

- The license for showing movies has been purchased through the State Library, for \$204 annually and at the same rate going forward. The Friends of the Library paid \$200 through a patron donation and the remaining \$4 was contributed by Terry Fouts. This license is a legal requirement to show movies.
- The donated LCD projector was deemed not suitable, without the correct plugs and cables. Kathleen DeWolfe has donated a DVD player.
- The Friends of the Library are buying a 32" flat screen monitor (approximately \$150) to use for movies.

Video Tour of the Library – We deferred further discussion of a video tour of the library.

NEW BUSINESS

School Grant Proposal

- Mardean mentioned hearing some very general information about a possible grant proposal that Shannon Bartlett (AES) and Amanda Whitworth are working on for a creative arts space or program which may/may not involve the old school. Few details have been seen and no further information was available.

Next Meeting

- May 24, 2018 – Library Trustees, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:54 pm.

Minutes submitted by Mardean Badger