

**Ashland Town Library  
Minutes of Library Trustees Meeting  
May 24, 2018**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

**Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe**

The meeting was called to order at 6:00 pm by Chair Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of April 19, 2018. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Lisa recently went to a book repair class and returned with some sample supplies and new methods to add to our procedures.
- A small group of second graders from Ashland Elementary School will be doing some community service at the Library soon. The staff will find some volunteer jobs suited to the students.
- There is no response yet from MVSb regarding their sponsorship of the Science Center pass (\$300). Jill White will check on that.
- Terry and Sara have created a new form for interlibrary loan on our website, which then goes to the library's email. There is still no solution for the automated statewide interlibrary loan system nor is there any uniform process/protocol.
- Katie Maher has dropped off Squamstock information and materials for distribution.
- The Friends of the Library purchased a TV monitor to use for group programs in the library. It will not be used for general TV viewing.
- The special newsletter of summer programs is available.
- Pedestrian traffic (adults) across the library's back lawn and behind the shed is increasing day and night; it seems to be residents crossing between Pleasant and Mechanic Street apartments.

**TREASURER'S REPORT**

- We reviewed expenses and income, and approved the current financial report.
  - Regular expenses included books, videos, supplies, utilities, cleaning, etc.
  - Joyce Janitorial weekly rate is increasing on June 4 by \$2, up to \$54.
  - Scrooge & Marley dues, NHLTA dues, and Follett Catalog fees were paid.
  - Three chess sets were bought for the library (reimbursement to Terry Fouts).
  - Income included a transfer from Lost Books to pay for new books, and an overdue fee.

**OLD BUSINESS**

**Job Descriptions**

- We did another review of the newly revised job descriptions and made some minor edits.

## NEW BUSINESS

### Patron Concern

- A patron submitted a Citizen Concern form to the town, relative to the lack of access to books (cataloged in the collection) in the upstairs room that is locked by the Scribner Trustees. The issue was discussed at the May 21 Selectboard meeting. Kathleen DeWolfe noted that the town administrator is inviting the Scribner Trustees to the June 4 BOS meeting to discuss a possible resolution.
  - Lengthy discussion ensued about the books upstairs, the history of the room access, and provisions of NH RSA 91-A (right to know law).
  - Alice will contact Charlie Smith with our questions – Who should respond to the complaint? Did the Scribner Trustees get a copy of the complaint? When is the meeting with the Scribner Trustees?
  - While there are other issues that might be discussed with the Scribner Trustees, the primary issue right now is the ability to get books from the upstairs room to satisfy patron requests.

### Electricity Use for 150<sup>th</sup> Anniversary

- The 150<sup>th</sup> Anniversary Committee has asked the Library Trustees and the Scribner Trustees if they can use the Library's outside power outlets for the Street Dance on July 25. **A motion was made (Ruell) and seconded (Staples) that the Library will allow the use of the outlets for the night of July 25. The motion passed unanimously, 3-0.** David will contact Jane Sawyer regarding our approval.

### Auditor's Recommendations

- The auditor recommended that Sara initial every invoice. Sara checks all invoices and will initial them. There was a consensus that the Assistant Library Director could initial the invoices in unusual circumstances.
- The auditor recommended that a reconciliation report be done monthly and signed by the Trustees. David is working with Quickbooks options to determine the best report format.

### Meeting Location

- We discussed various options for meeting times and locations, to provide appropriate public access to the meetings at a time that does not interfere with patron use of the library. **A motion was made (Badger) and seconded (Staples) that next month's Library Trustee meeting would be scheduled at 7:00 pm, on the main floor of the Library, with handicapped access at the rear of the Library. The motion passed unanimously, 3-0.**

### NHLTA Conference

- Mardean briefly reviewed some of the workshops of the annual Trustees' Conference.

### Next Meeting

- **June 21, 2018 – Library Trustees, 7:00 pm, Ashland Town Library (rear entrance)**

The meeting was adjourned at 7:35 pm.

*Minutes submitted by Mardean Badger*