

**Ashland Town Library
Minutes of Library Trustees Meeting
July 31, 2018**

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

The meeting was called to order at 7:05 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of June 21, 2018, as corrected. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Terry Fouts recently attended a free webinar offered by the USGPO on techniques in genealogical research at the National Archives. She learned a variety of research techniques and will share them with library staff.
- Primex conducted a library inspection on Tuesday, June 26, while the library was open. They did not have access to locked areas (basement and Scribner Trustees room upstairs). The Trustees do not know whether Primex returned later to access the locked areas or who the report will be shared with.
- Gilford Well spent 2-1/2 to 3 hours on Friday, July 20, fixing the lawn sprinkler system that had not been used in recent years.
 - On Thursday, July 26, there was water leaking from the sprinkler heads and running down the street. Lisa Rollins called Tom Peters to inform him about the leakage. Tom Peters spoke very rudely to Lisa Rollins on the phone, accused the library of puncturing the sprinkler piping with tent pegs and stated that the library had no permission to put a tent on the library lawn.
 - Gilford Well arrived later that day to check the system. They stated that the leakage was caused by sediment build-up in the nozzles/lines because of lack of usage and that there were no punctures in the lines.
 - The Trustees and Library Director noted that they have used tents on the library lawn for years for summer programs and have never been told that tents were not allowed or had received any previous objections.
- The Library Director still does not have a key to access the upstairs room. She recently had to call to have the room unlocked to access some library materials. The room was later re-locked.
- Sara shared a recent national survey that indicates book sales are still vibrant, with a 3.5% increase from 2016 to 2017.
- Sara distributed the August newsletter and reported that the recent book sale resulted in about \$900 proceeds.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report.
 - Revenue included the third town appropriation, an Amazon refund, and a transfer from copy fees to offset costs of printer ink.

- Expenses included books, videos, audios, subscriptions, cleaning, telephone, Squam Lakes Science Center visit, DVD shelving, postage and software.
- Water, sewer and electric utility payments are now being made online and will show up in the next bank statement.

OLD BUSINESS

Access to Upstairs, Scribner Issues

- As noted earlier, we still have no access to library materials in the upstairs locked room without calling the Scribner Trustees.

Staff Evaluations

- Sara is reviewing the process.

Library Cards

- The library card order is in process with Rainbow Printing (Ohio) for \$370 (500 cards, 74 cents each), at a considerable savings over the previously discussed estimate from Demco. As previously approved, the payment will come from patron fees. The design has been approved and a sample card with barcode will be tested for readability.

DVD Racks

- As approved at our previous meeting, Sara ordered one narrow and one wide DVD rack to test. The narrow rack was sent back due to inferior quality. The wider rack is being used. The library staff will continue researching other options, considering quality of construction balanced with affordable price. It was noted that the best quality racks from library furniture companies are, unfortunately, also the most expensive.

Executive Summary

- Alice updated the executive summary with current statistics, revised staffing position titles, and other minor edits.

NEW BUSINESS

Call from TCCAP

- Sara recently had communication from Regan Pride, COO of Tri-County Community Action Program. He had reviewed past communication and paperwork between TCCAP and the Library, relative to the Historic School in Ashland. He expressed an interest in talking with us about the building. Sara will email him and invite him to meet with us.

New Budget Worksheet

- We received a new budget format from the Town Office. We will be able to insert our detailed information into the new format. We will start discussing our proposed 2019 budget at our August meeting. Some budget issues for discussion might include cost of supplies, copier replacement, DVD racks, and staff computer.

Email Discussion

- We discussed recent right-to-know requests from a citizen that has impacted all town government bodies.
- We will further explore options for an email account for the Library Trustees.

July 4th / 150th Parade

- We noted the TA's encouragement of town government bodies to participate in the 150th anniversary parade. The Library and Library Trustees did not have enough time to formulate an idea or plan.
- We discussed some ideas to consider for next year's July 4th parade.
- Sara noted that 2021 will be the Library's 150th anniversary.

Manuscript Donation

- The Trustees have received a donation of a manuscript from a former resident Donald Micklon, describing his early years of growing up in Ashland. If the Trustees arrange publication of his memoir by December 2019, they will be entitled to any profits received.
- Alice will correspond with Mr. Micklon to express our gratitude for his gift and will keep him apprised of our intentions. The Trustees will further discuss ideas for publication.

Use of Old Newspapers

- Alice described a project being undertaken by a PSU student intern which will entail access to copies of local newspapers from World War I. The Library has bound originals of the Plymouth Record from that time period. Sara will work with Alice and the student to arrange usage of the newspapers. Microfilm sources of the newspapers are also available at the New Hampshire State Library.

NEXT MEETING

- **August 28, 2018 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance).**

The meeting was adjourned at 8:56 pm.

Minutes submitted by Mardean Badger