

**Ashland Town Library
Minutes of Library Trustees Meeting
October 17, 2018**

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

The meeting was called to order at 7:06 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Badger) to approve the following minutes as written: August 28, September 6, and September 13, 2018. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- At this year's American Library Association (ALA) meeting, it was noted that New Hampshire is the only state without an operating interlibrary loan (ILL) system. The state has been without one for over a year.
- An Ashland High School alumna recently asked if the Town Library would be able to scan past yearbooks to make available online. Sara researched several options for providing high quality scans. A specialty scanner capable of handling bound books would cost several thousand dollars. A smaller scanner, while less expensive, would necessitate the books being taken apart and then being re-bound at a cost. In both of these scenarios, the library does not have the staff, time, budget or space to scan yearbooks. Specialty companies (such as Classmates) that provide yearbook scanning services are also expensive. Sara also noted that there are copyright and privacy issues, some of which are currently involved in court cases. The Library Director and the Trustees agreed that the Library will not do yearbook scanning.
- The new DVD display racks are set up, following a 6-month collaboration process between the Library and the Friends of the Library. Additional display units will be considered in the future. And Sara is still investigating options for purchasing a rack of folding chairs.
- Lisa has been attending a 2-session cataloging class at the Lebanon Library.
- Sara shared two unique projects of the Lebanon Library – the “Cool Stuff Collection” includes a variety of unique objects (croquet and badminton sets, metal detector, guitar, microscope, etc.) that can be borrowed by patrons; and the library grounds are the site of the Community Garden.
- The rock painting activity that was popular with the teens during the summer has now been offered for adults. The adult activity was publicized on the Library's Facebook page, with over 40 responses from near and far. Our library can only accommodate 8 people at a time. Future sessions will be offered, but not through Facebook.
- The Library has had a problem this month with mice entering the first floor through holes from the basement. Mitigation has included plugging holes with steel wool and setting traps.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses have included books, videos, supplies, patron cards, cleaning, utilities, telephone, downloadable book service (\$480), PO box rental (\$182), stamps, staff training, and equipment (one DVD rack).
 - Our annual transfer to the computer fund has been completed.
 - The last town appropriation has been received.
 - A \$1,000 donation was received.

OLD BUSINESS

Update on Upstairs Access

- Access to the upstairs portion of the library collection has been welcomed. At least a couple times per week, we are able to fulfill our patrons' requests and ILL requests from other libraries.

Budget Meeting with BOS

- The 2019 library budget was reviewed at a Board of Selectmen meeting on October 17. There were few questions about the budget.

Old School

- There has been no further communication from TCCAP since our August 24 meeting with the CEO, COO and CFO. They expected to get back to us in late September regarding options from their bank.
- The Library Trustees decided not to further pursue the building at this time. Sara will contact the TCCAP administrators.
- The Library Director and Trustees discussed developing information on our current building – what needs to be brought up to code, the cost of bringing the building up to code, an analysis of the building's structural integrity, etc. We also discussed developing some concepts of putting an addition on the building. This information would help us determine whether or not it would be feasible and/or cost effective to use the current building as the core structure for future expansion. This will also provide a base picture against which we could analyze any other building option.
- Sara will contact Steve Heath to create an updated list of what needs to be done to the building for code compliance, and health and safety conditions. We will also contact the Building Inspector for input.

Capital Reserve Fund

- **A motion was made (Ruell) and seconded (Staples) to submit an article in the 2019 Town Warrant for an addition of \$25,000 to the Library's Capital Reserve Fund. The motion passed unanimously, 3-0.** The letter will be written as last year's and forwarded to the BOS.

Staff Evaluations

- The updated position titles, job descriptions and evaluation forms have all been approved. Sara will complete the staff evaluations by the end of November. The Trustees will then do Sara's evaluation.

NEXT MEETING

- **November 15, 2018 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use the rear handicapped entrance).**

The meeting was adjourned at 8:10 pm.

Minutes submitted by Mardean Badger