

**Ashland Town Library
Minutes of Library Trustees Meeting
January 31, 2019**

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

The meeting was called to order at 7:00 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of December 13, 2018, and of December 28, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara will reorder the library magnets, using funds from Patron Fees.
- Sara suggested purchasing an iPad for staff use for inventory, cataloging, story time, etc. She will investigate appropriate tablets and prices.
- Sara noted that the library's cleaning service did not come as normally scheduled this week (possibly due to weather conditions); however, they arrived while the Trustees were meeting.
- The library received the invoice for our annual movie licensing fee, which is required for legal showing of movies in the library. It does not cover showing of movies on the library lawn or at another location. **A motion was made (Ruell) and seconded (Badger) to pay the movie licensing fee (approximately \$240) from the Donations account. The motion was approved unanimously, 3-0.**

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Ending 2018 expenses included videos, books, audio, utilities, mileage, etc. Final 2018 income included town appropriations (\$1230.96 and \$25.25).
 - Beginning 2019 expenses included chairs, books, audio, utilities, cleaning, etc. The initial 2019 appropriation (\$4000) was received from the town.
 - **A motion was made (Badger) and seconded (Staples) to pay for the World Book Online (approximately \$350) from the Donations account. The motion was approved unanimously, 3-0.** It was agreed that this would be included in future budgets.

OLD BUSINESS

Staff Evaluations

- The evaluation process is continuing, with Sara conferencing with individual staff members to review their evaluations.

- Mardean shared the 2019 wage scale from the Town of Ashland union contract. We discussed the need to evaluate our library wage scale and consider adjustments in future budgets in comparison with the town wage scales.

Manuscript

- Mardean is reading the Don Micklon manuscript.

Library Access

- Winter clearing of the sidewalk has continued satisfactorily, although the steep front granite steps continue to be a problem.
- We discussed encouraging people to use the rear handicapped entrance more frequently year-round and the need for better signage to direct patrons to that rear entrance.

NEW BUSINESS

Deliberative Session

- We will have an information table for the library at the deliberative session. The library staff has created an attractive display board highlighting the variety of library services, with additional handouts that will be available.
- We will put out our signs at various locations throughout town to promote passage of the library capital reserve fund.
- Alice will speak about the capital reserve fund at the deliberative session.

Use of Historic School

- The TCCAP leadership previously offered the use of the upper floor of the Historic School for special library programs. We will verify whether or not there would be a fee for such usage.

Future Programs

- Sara is considering hosting a program with book signing by local author Kris Owen (*Telling Sky*). This might be a possible program to hold at the Historic School.
- An NHMA program on “*The Right to Know Law and Governmental Meetings*” will be held on March 26, 6:30-8:30 pm, at the Derry Municipal Center.
- The NHLTA Annual Conference will be held on May 29 in Manchester.

NEXT MEETING

- **February 21, 2019 – Library Trustees Meeting, 7:00 om, Ashland Town Library (first floor; use rear handicapped entrance)**

The meeting was adjourned at 8:26 pm.

Minutes submitted by Mardean Badger