

**Ashland Town Library
Minutes of Library Trustees Meeting
November 15, 2018 (2 Parts)**

PART 1 (2:00 PM)

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director. Ward D'Elia

The meeting was called to order at 2:00 PM.

Ward D'Elia, of Samyn-D'Elia Architects, was invited to offer his input regarding library building costs and promotion of library needs.

Discussion of comparisons of space and cost

- Current library: approximately 1245 square feet public space on the first floor, (plus 3 small rooms limited access on the 2nd floor).
- Tom Ladd Library Analysis Report: recommended 8,000 square feet
- Historic School: approximately 2,400 square feet dedicated library space on 2 floors (not including hallways, stairways) (not including 3rd floor meeting/activity space)
Each floor total space approximately 30x50 = 1500 square feet
2 floors = 3,000 3 floors = 4,500
Current asking price \$525,000 / 4500 sq ft = approx. \$117/sq ft
- Estimate to construct new 5,000 square feet @ \$200/sq.ft. = \$1 million
- New construction is more expensive than buying a finished building. The historic school is complete, well-done, has historical significance and community significance.

Discussion of public promotion, etc.

- Do the taxpayers see that the library has value?
- Recruiting – How are you using the library now? What are the limits?
- Fundraising – Need commitment of and from the community
- Before I invest, do you have a plan for what you want to do?
- Process of getting the political support that you need – Act like you already have the support; sell it!
- Do a presentation this year even if not asking for a bond issue – take any chance you can get.
- The project is the programs, not the building.
- Use the historic school building for programs whenever you can.

The meeting was adjourned at 2:45 PM.

PART 2 (7:00 PM)

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 (Ruell) and seconded (Staples) to approve the minutes of October 18, 2018 as written. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara and the staff have designed a new brochure promoting the library.
- The staff continues to upload approximately 130 records per month to the state library system.
- Terry has started a statewide service to allow libraries to share information about missing discs in audiobook sets. The service has been publicized through the NHAIS program.
- Staff evaluations are about half done. When all evaluations are done, Sara will conduct a review with each staff member.
- Christmas Night in Ashland in December 7. The library has scheduled Santa's visit, obtained film; they will also have "goodie" bags for the children and the Pond & Peak Reading Council will be distributing free books.
- Sara shared the 2010 Energy Inventory Report that was prepared for the library. About the only recommendation that was completed was the replacement of lights with more efficient fixtures through a grant.
- Alice will ask the Town Office if they have the most recent (or any of the past) life safety inspection reports for the library.
- Mardean will check whether the town's Joint Loss Management Committee has visited the library building.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses and income were reviewed; there was nothing out of the ordinary.
 - Another \$34.20 restitution payment for the lost computer was received.
 - The overall library budget is in good shape for the end of the year needs.

OLD BUSINESS

- Alice will prepare the letter to the Board of Selectmen regarding the capital reserve fund warrant article.
- We discussed the status of our request for purchasing the Historic School for the library. While we will not be proposing a bond issue this year, we did discuss other promotional ideas for the library – celebrating the library; library display highlighting services and resources at the Deliberative Session; parade float for next year's 5th of July; and scheduling some of our library programs at the Historic School.

- The mice problem in the library has been resolved.

NEW BUSINESS

- Don Micklon manuscript: Due to the recent death of Don Micklon, we considered it appropriate to contact the family regarding his recent donation of his manuscript to the library. While we are not likely to follow through with the publication/printing of the manuscript as he wished, we will communicate our interest in at least retaining a copy of the manuscript for the Library and for the Ashland Historical Society. David has read the manuscript and Mardean will borrow it next to read.
- Sidewalk plowing: We will communicate with the DPW Director to review our sidewalk plowing needs. We would like the Pleasant Street sidewalk to be plowed to the end of the marked parking spaces, as this is where our elderly and handicapped patrons park to access the library's rear handicapped entrance. Also, we want the build-up of snow between those parking spaces and the sidewalk to be removed on a regular basis.

NEXT MEETING

- **December 13, 2018 – Library Trustees Meeting, 7:00 PM, Ashland Town Library (first floor; use the rear handicapped entrance).**

The meeting was adjourned at 8:19 PM.

Minutes submitted by Mardean Badger