

**Ashland Town Library
Minutes of Library Trustees Meeting
March 12, 2019**

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

The meeting was called to order at 7:11 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of February 21, 2019, and of March 1, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The annual letter has been sent to Meredith Village Savings Bank requesting the funding for the Library's pass to the Squam Lakes Natural Science Center.
- The March library newsletter was distributed.
- An email was received from the Ashland town auditor with multiple questions regarding how the Library handles various aspects of its finances. The questions are being answered and requested copies are being provided.
- The Director and Trustees discussed a few recent issues concerning teen behavior and supervised visitation and reviewed methods of handling patron issues. Experiences and suggestions from other libraries regarding supervised visitations will be gathered through the library listserv.
- A recent job posting from Holderness Free Library advertised for a part-time employee (15 hours/week) to handle inter-library loan and general circulation/library duties, with a starting pay of approximately \$15/hour. This information will be added to our documentation comparing our wages with other libraries.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses included books, videos, cleaning, utilities, program supplies.
 - Other recent purchases included an iPad (\$329.99 transfer), movie license fee (increased \$48 and refunded \$2), patron magnets, and book purchase through donation.
- The questions received from the auditors may result in some recommendations for us to consider.
- The 2019 regular town budget was approved by 1 vote over the default budget.
- **A motion was made (Ruell) and seconded (Badger) to approve a raise of \$1.50 per hour for each library staff member, to start on March 24th, or the following Sunday if there is a recount of the budget vote, and provided there is no recount that overturns the budget approval vote. The motion passed unanimously 3-0.**

OLD BUSINESS

Directional Signs

- We continued our discussion of adding signs on the library property that will direct patrons to the rear accessible entrance. Sara shared some possible signs that are available from a library supply company. When the snow melts, we will consider some possible locations for the signs.

Former Liquor Store Property

- We discussed our viewing of the liquor store property (West Street). Some first reactions included:
 - The single floor, open interior would provide flexibility in design and layout of a library.
 - There is no dedicated parking in front of the building – all parking (by deed) is shared between this building and the Irving property. The only dedicated parking area is the small space by the rear door, which is also where the fuel tank is buried.
 - The amount and type of commercial traffic in and out of the site and along West Street might create safety considerations for patrons, especially children.
 - There is limited outdoor space for programs and activities.
 - We suggested some questions to forward to the realtor regarding age of electrical and HVAC systems, age of fuel tank, utility expenses, etc.
- Sara shared a rating sheet that we can use to evaluate properties that we view for potential library location. Mardean had also created a comment sheet for the same purpose. We will coordinate the categories on the 2 sheets, as both will be valuable for evaluation.
- We discussed the need to continue looking at potential library locations (buildings or lots) within the center of town. The St. Agnes Church property will be researched.

NEW BUSINESS

Library Director Evaluation

- We reviewed the 2 forms we will use for the library director's evaluation, the rubric and the rating form. We will complete the forms individually and discuss them at our next meeting.

NEXT MEETING

- April 25, 2019 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance)

The meeting was adjourned at 8:40 pm.

Minutes submitted by Mardean Badger