

**Ashland Town Library
Minutes of Library Trustees Meeting
August 27, 2019**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Regan Pride, COO for TCCAP

The meeting was called to order at 7:01 pm.

HISTORIC SCHOOL

- Regan Pride, COO of TCCAP, joined our meeting to discuss our continuing interest in acquiring the Historic School for the Library. The financial options that TCCAP proposed last year are still available. We further discussed a variety of issues, including fund-raising, building expenses, and use of the third floor for library programs.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of July 19, 2019. The motion was approved unanimously, 3-0.**
- Note: The meeting that was originally scheduled for August 16 was cancelled.

DIRECTOR'S REPORT

- The September newsletter was distributed.
- The NH Downloadable Books subscription may increase its annual rate by \$80.
- Sara has two open shifts that she needs coverage for – September 24 (4 to 7 pm) and September 26 (1 to 4 pm).
- We discussed sponsoring a Little Free Library to put in Memorial Park. Sara will check with the Memorial Park trustees for permission and will search for someone to construct it.
- We also discussed establishing a free pantry box in the Library, for those who might need a little extra support.
- We discussed Sara's suggestion to begin accepting credit cards from patrons for payment of such things as lost materials, copy fees, etc. Sara has gathered information about what many other NH libraries are doing regarding equipment, policies, etc. Sara will continue researching the most practicable method and then we will determine policy, fees and process.
 - **A motion was made (Staples) and seconded (Badger) to approve the use of credit cards as payment. The motion was approved by a vote of 2-0-1 (Staples and Badger approved, Ruell abstained).**

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses and income included all the usual categories and vendors.

OLD BUSINESS

Correspondence

- Three letters were reviewed, edited and will be ready to sign shortly. They included (1) letter regarding the return of Don Micklon's manuscript to his nephew, (2) letter to the BOS requesting support in resolving accessibility to the library, and (3) letter requesting a public forum on the future of the library.

Directional Signs

- We have been investigating signs to direct patrons to the rear accessible ramp for entering the library. Jae Demers proposed a small sign similar to election campaign signs, made from the corrugated plastic with the wire stand, for \$15 each. While these were not of a permanent style we were considering, they would provide a quick way to re-direct patrons when the front steps are slippery. We will continue to look for other options
 - **A motion was made (Staples) and seconded (Badger) to purchase 3 signs from Jae Demers, for a total of \$45, from the supply account line. The motion was approved unanimously 3-0.**

Director Evaluation

- Sara will outline goals for the coming year, which will be added to the evaluation document before it is signed by all.

Plymouth State University

- Alice met with Scott Mantie to discuss student assistance in creating a survey for the library. He is willing to use it as a project for his junior level marketing and research class of 8 students. Alice gave him copies of our previous (2009) survey and the Thomas Ladd report.

MOU with Friends of the Library

- We reviewed the draft Memorandum of Understanding with the Friends of the Library and made a few edits. We will vote on it at the next meeting.

NEW BUSINESS

Bulletin Board Policy

- **A motion was made (Badger) and seconded (Staples) to approve the Bulletin Board policy as amended. The motion was approved unanimously.**

2020 Budget

- We reviewed some items for consideration in our 2020 budget
 - Increases: Cleaning, Downloadable Books (\$560)
 - New Items: Online encyclopedia (\$375), Genealogy database, movie license agreement (\$296)
 - Budget or fund-raise: Science Center pass (\$300)
 - Decreases: tech support for programs
 - Warrant article for the building
 - Warrant article for capital reserve fund

NEXT MEETING

- **September 9, 2019 – 7:00 pm – Regular meeting and 2020 budget.**
- **September 13, 2019 – 1:00 pm – Work session to continue site evaluations**

The meeting was adjourned at 9:31 pm.

Minutes submitted by Mardean Badger