

**Ashland Town Library
Minutes of Library Trustees Meeting
October 17, 2019**

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

The meeting was called to order at 6:57 pm.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of September 9, September 13, and October 15, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Alice and Mardean have recently filled in to provide coverage when staff is unavailable.
- On October 21 (Monday), Sara needs a replacement for Lisa, who will be out. Alice will cover 4 to 7 pm on that day.
- The Little Free Pantry is running well, with people using the supplies and others making donations. It was recently featured in the Record Enterprise.
- The Square credit card reader has been purchased and being tested currently. Sara is writing a draft credit card policy.
- The Library recently received a phone call from someone who wanted to bring a support animal (chicken) to the library. After checking regulations, the Sara's response was that support animals are not allowed.
 - Under the federal Americans for Disabilities Act (ADA), there is a distinction between (emotional) support animals and service animals. Service animals, which are allowed, are those that are trained to perform work or tasks for the benefit of a person with a disability. Only two questions are allowed to determine the eligibility of the animal as a service animal – Do you need the animal because of a disability? What work or tasks has this animal been trained to perform.
- Both Christmas Day and New Year's Day fall on Wednesday this year, when the Library is closed. **A motion was made (Badger) and seconded (Staples) to allow New Year's Eve as a paid holiday this year. The motion was approved unanimously, 3-0.**
- Sara distributed a draft of a Technology Plan for the Library, which includes a description of the current state of technology, goals and objectives, evaluation statement, and an inventory of the current technology in the Library. We will review this for the next meeting.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - In addition to the usual expenses (books, videos, magazines, supplies, utilities, cleaning, etc.), other expenses included \$750 transfer to the computer fund, downloadable books (\$480), chip reader (\$32.85), signs (\$48), conference (\$45).
 - Income included the fourth quarter appropriation from the town (\$5505), replaced books, computer theft reimbursement (\$34.20).
 - The Park Street movie licensing fee (\$309) is due January 1 for the 2020 year. We will pay it now out of the town appropriation.

OLD BUSINESS

Director's Evaluation: The evaluation form will be ready for signatures on Monday.

Memorandum of Understanding – Library and Friends of the Library: Following a final review and some additional changes, **a motion was made (Ruell) and seconded (Staples) to approve the amended MOU between the Library and the Friends. The motion passed unanimously, 3-0.**

2020 Warrant Articles

- **Capital Reserve:** After discussion, we decided to again ask the BOS to submit, under their authority, a warrant article requesting \$25,000 to be added to the Library Capital Reserve fund previously established for library construction/renovation. **A motion was made (Badger) and seconded (Staples) to submit the request to the Board of Selectmen, for the addition of \$25,000 to the Library Capital Reserve fund. The motion passed unanimously, 3-0.**
- **Purchase of Historic School:** TCCAP has re-confirmed the same purchase/financing options as they presented last year. We have received an updated list of building expenses for the past year, some of which will need clarification. We will request a time to meet with the BOS to discuss purchase of the building and also check with Regan Pride (TCCAP) to see if he can also attend.

NEW BUSINESS

Water Heater: During our meeting with the BOS to present our 2020 proposed library budget, it was noted that there is no hot water available at the library because the water heater was not replaced several years ago. The Trustees acknowledged tonight that while the lack of hot water is inconvenient, there are other more pressing issues than replacing the hot water heater at this point.

Window: During a recent wind storm, a window in the Children's Room blew in. It was noticed by the Ashland Police, although they did not have a key to the library to secure the window from inside.

Voter Registration: Alice suggested that the Library could assist in the voter registration process by having information available about how, when and where to register to vote. We could also ask the Supervisors of the Checklist (Bev Ober et al) about how we can assist them in encouraging people to register and vote in elections.

Census: Sara has been contacted by the census department about how libraries can assist residents in completing census forms. They will also be holding a few job fairs at the library for people who might want to assist in the census process.

PSU Class: Alice explained that the college class we are working with recently visited the Library and the Historic School, as a first step in creating a survey and assisting with future planning.

NEXT MEETING

- November 19, 2019 – Library Trustees Meeting – 6:00 pm, Ashland Town Library.

The meeting was adjourned.

Minutes submitted by Mardean Badger