

**Ashland Town Library  
Minutes of Library Trustees Meeting  
November 12, 2019  
(3 Meetings)**

**9:00 AM – at Samyn D’Elia Architects**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

The meeting commenced at 9:00 am, at the office of Samyn-D’Elia Architects in Holderness, New Hampshire.

The Trustees met with Ward D’Elia to review the architectural drawings of the Historic School in Ashland. We reviewed the previously proposed renovations to alter certain areas for service as a public library. We confirmed the following renovations:

- 1<sup>st</sup> floor
  - Remove kitchen area and replace with circulation area that is open to the rooms on either side.
  - Provide new doors in front of the circulation area that can be closed when the building is used for functions outside of library hours.
  - Minor changes in the children’s room bathroom (remove the 2 sinks in the outer room; put one sink in the bathroom; replace half door with full door).
- 2<sup>nd</sup> floor
  - Put a door on the kitchenette area.

We will investigate circulation desk options from library furniture companies.

Ward D’Elia will provide an estimate of the cost for the renovations and will do a review of codes.

Our meeting concluded about 9:30 am.

*Minutes submitted by Mardean Badger*

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**11:00 AM – at Ashland Town Library**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

The meeting commenced at 11:00 am, at the Ashland Town Library.

The Trustees met with Regan Pride, Chief Operating Office at TCCAP, to review the possible purchase of the Historic School for a library. He will join the Trustees at the Board of Selectmen meeting, November 18.

For the meeting with the BOS, we reviewed the following information that we will have for the BOS members:

- Four financing options proposed by TCCAP last year
  - The “owner financing” options were approved by their bank last year and are still viable.

- Other financing options could be considered by the town and would have to be approved by the bank.
- LCHIP Stewardship agreement goes with the building (for 20 years from the date of funding, with about 10 years left).
- Deed for the property has specific restrictions and grants the school district right of first refusal to purchase the building themselves.
- Photos of the building and/or offer a tour of the building.
- Operating expenses for the building
  - Mardean will review the 1-year expenses and forward any questions for clarification to Regan.

Regan also noted that other financing options could be considered by the town, for example, lease the building for 5 years and then finance the final balloon payment; or bond the full amount for a period of 20 years.

Regan will also check on the repair of the retaining wall at the bottom of the hill, which was supposed to be done this fall. If the repair is delayed, it could be added to the Purchase and Sale agreement.

Regan also noted that the previous realtor agreement with Peabody Smith has expired, and a new agreement with another realtor is pending.

Our meeting concluded at 12:10 pm.

*Minutes submitted by Mardean Badger*

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### **6:00 PM – at Budget Committee Meeting**

**Trustees Present: Alice Staples, David Ruell, Mardean**

The Ashland Budget Committee meeting commenced at 6:30 at the Ashland Fire Station.

David Ruell reviewed the Library's proposed 2020 budget, highlighting the major changes from the 2019 approved budget, including the wage increase for employees and re-alignment of categories for technology and electronic resources.

Alice Staples mentioned the recent letter from the Scribner Trustees requesting that the Library Trustees pay an annual \$10,000 fee for using the library building. After a brief discussion, the Trustees noted that there might be a future impact on the library budget, depending on the legal resolution of the Scribners' request.

Lee Nichols asked how much the Library received in revenues. It was explained that, other than the town appropriation, the relatively small amount of revenues consists of such items as patron fees, lost book payments, and small donations.

The Library Trustees' portion of the Budget Committee meeting ended at about 6:30 pm.

*Minutes submitted by Mardean Badger*