

**Ashland Town Library
Minutes of Library Trustees Meeting
July 21, 2020**

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

The meeting was called to order at 6:33 pm, via a virtual Zoom meeting.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of June 24, 2020. The motion was approved unanimously by a roll call vote, 3-0.**

DIRECTOR'S REPORT

- The opening for pick-up is going well, with about a dozen pick-ups a day. The Library's passes for the Squam Lakes Science Center and Polar Caves have been going out. Two to three new Library cards are issued weekly.
- Sara has called the 99 patrons with materials checked out to update them on current Library services.
- Yesterday the NH State Library posted a survey for libraries to ask if they are ready to resume inter-library loan. Responses and data will be compiled at the end of the month. When inter-library loan resumes, appropriate protocols will be set up.
- The Story Walk has been well received.
- Conversation continues regarding mowing of the Library lawn. The Scribner Trustees have not yet ended the mowing agreement with Mason Enterprises.

TREASURER'S REPORT

- We reviewed expenses and income, and the current financial report.
 - Expenses included books, audios, videos, supplies, program (Story Walk), utilities, and cleaning.
 - Income included town appropriation, Amazon refund, and a PayPal donation.
- In response to a recent recommendation, it was noted that the *Friends of the Ashland Town Library* is already a 501(c)(3) non-profit organization and donations to the organization are tax-deductible. It was also noted that donations made directly to the Library are also tax-deductible. Donations may be of two types, for a specific purpose (e.g., purchase of a book or replenish the food pantry) or not restricted (used at the discretion of the Library Trustees).

OLD BUSINESS

- **Library Income from Other Sources**
 - The Library Director presented a draft *Ashland Town Library Fund Balance Policy* for review and discussion. The policy is based on similar policies of other New Hampshire public libraries, and will also include our various Library funds (Donations, Copy Fees, Lost Books, Technology, Patron Fees, and Building Fund) and the Library Trust Funds (Packard, Ordway, Cheney, and Addison) that are kept with the Ashland Trustees of Trust Funds.

- We reviewed each of the funds to determine an appropriate description. The descriptions will also include references to the appropriate public library-based NH RSA's.
- The Fund Balance Policy, with the fund descriptions, will be completed prior to the 2021 budget preparation process.
- **Library Trust Funds**
 - After discussion of the Library trust funds (Packard, Ordway, Cheney, Addison), we decided that we would not make any changes at this time regarding investment, withdrawal of income or discontinuation.
- **Other Online Services**
 - Remote video downloads for patrons was previously discussed. After research, we determined that the potential impact on the Library budget would be too great at this time.
 - Genealogy database access for next year will be considered. We will check with the State Library regarding availability and price toward the end of this year.
 - The Library Director proposed purchasing two Chrome Books to check out to patrons. Potential cost is about \$300 each, plus \$10 each for a case. Further information will be gathered.
 - Printing on request for patron pick-up was proposed. The service would be offered to card holders (patrons, residents and taxpayers). The printing requests would be emailed to a special email account and picked up by arrangement.

NEW BUSINESS

- **COVID-19 Supplies**
 - Sara and David will work together to gather the needed receipts for reimbursement of COVID-19 supplies already purchased by the Library and will forward the information to the town's finance officer, Katherine Davis. They will also look into what other supplies will be needed, including a sneeze guard for the circulation desk.
- **Next Steps in Re-Opening**
 - Staffing changes were discussed. Additional hours (possibly Monday) and additional staff (possibly Monday and/or Thursday) may be scheduled for more curb-side pick-up times and for special project work inside the Library.
 - To provide appropriate social distancing for staff, two separated staff work areas have been set up. When a third staff member is on-site, the additional person will be working on special projects in another work area.
 - There is not sufficient space in the Library to provide appropriate social distancing between patrons and between staff and patrons. At this time, members of the public will not be allowed in the Library.
- **Plans for the Scribner Building**
 - We discussed the need for a detailed evaluation of the structural integrity (floors, walls, foundation, etc.) of the Library building. Any proposals we might develop for continuing or future use of the building as a library will need this type of investigation. This needs to be more than what the building inspector provided in his recent report. We have received some contractor/architect recommendations

from other NH libraries. Alice will reach out to one of the recommendations to see if a structural evaluation of the building can be done soon.

- **2021 Budget**

- We will begin discussing 2021 budget issues in August.
- We will start with our regular format, but may also have to discuss or include some other optional categories (e.g., heat and lawn care) and may also have to consider status of Scribner Trustees funding.

OTHER BUSINESS

- Purchase of additional file cabinets for the upstairs office was suggested, to provide adequate and secure storage.
- It was noted that the artifacts in the upstairs room were given to the Library.
- Next year is the 150th anniversary of the Ashland Town Library. We will begin collecting ideas for a celebration. Ideas already mentioned include a birthday party on the lawn, a community-wide read, and other ways to honor the past and look toward the future.

NEXT MEETING

- August 18 (Tuesday) at 6:30 pm – Library Trustees Meeting (via Zoom)

The meeting was adjourned at 8:25 pm.

Minutes submitted by Mardean Badger