

**Ashland Town Library
Minutes of Library Trustees Meeting
March 18, 2021**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe, Lisa Rollins

The meeting was called to order at 6:04 PM via a Zoom virtual meeting.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of February 23, 2021. The motion was approved unanimously by roll call vote, 3-0.**

DIRECTOR'S REPORT

- The library statistical report has been submitted to the State.
- The library received a letter from Gilford Well regarding spring service for the irrigation/sprinkler system. We will discuss this further at our next meeting.
- United Safety Services will inspect our fire extinguishers next week.
- Our Follett hosted service fee will increase by 2%.
- Sara recently met with Craig Moore to discuss some maintenance issues. He said he is willing to assist with several items, such as removing broken equipment and furniture, gap on front storm door, replacing latches on children's room windows, removing door at top of stairs, repairing a wall and repainting a ceiling. He also recommended replacing and re-orienting the ramp, and suggested adding parking near where the shed is. We will discuss further our priorities and what supplies we need to get for the projects. The Trustees expressed their appreciation for Mr. Moore's offer of assistance.
- A recent email from the Town's Finance Officer included a form for reporting employees' time off. Our staff records those days on their time cards, and days off are also noted on our internal calendar. Trustees recommended that we also keep a spreadsheet or log for internal documentation. Sara will clarify our procedures with the Finance Officer. While the library uses the town for our payroll processing, the Trustees are responsible for the Library's policies and processes.
- Sara asked if the Library might purchase 4 Ashland memorial plates, at \$10 each, from the Historical Society to add to a display upstairs. The Trustees agreed by consensus.
- The hands-free soap and paper towel dispensers purchased through Covid-19 relief funds have been installed by Ray Mason and Lisa Rollins.
- The Little Free Pantry needs some general donation items. It has been located on the front porch during the Library closure.
- The Library will begin their "open by appointment" process on Monday. The porch pick-up option will continue.

TREASURER'S REPORT

- We reviewed the latest report of expenses and income.
 - Expenses have included books, videos, periodical subscriptions, library telephone, cleaning, water, sewer, electric (2 bills), fire alarm telephone line (2 bills). Building maintenance expenses included \$120 (roof fascia replacement) and \$120 (Pemi River Fuels service call). Some supplies were purchased for the Little Free Pantry. Income included patron fees.

ALTERNATE TRUSTEE POSITION

- According to NH RSA 202-A:10, “. . . *The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.*”
 - **A motion was made (Staples) and seconded (Badger) to request that the Board of Selectmen appoint Kathleen DeWolfe as an Alternate Library Trustee for a one-year term. The motion was approved unanimously by a roll call vote, 3-0.**
 - Alice will compose a letter (with these minutes attached) for action at the next Selectboard meeting on April 5.

OLD BUSINESS

- **Policy Updates** (none for this meeting)
- **Internet Upgrade**
 - Sara is still waiting for a call back from Spectrum regarding the Internet service upgrade that we approved at our last meeting.
- **Building Maintenance**
 - The recent payment (\$120) for the replacement of roof fascia does not need to be reimbursed from the Scribner Building Trust, as we have sufficient budget money for this maintenance job.
- **Design Planning**
 - Sara has written to Ward D’Elia, to invite him for a tour of the library and to express that we are looking forward to working with him.
 - Before we meet with him, we will have a separate meeting at which we’ll discuss the building and space needs and priorities.
 - Listening sessions with patrons and townspeople were suggested as one way to reach out to the community and get their suggestions and priorities.
- **150th Anniversary**
 - David is continuing to work on the library history. He commented that the Library’s 150th anniversary was in February. Also, the library opened in the Scribner house on September 9, 1939. Our celebration may be best in August or September.
 - As more people begin to come into the library, there will be more conversation opportunities with patrons about ideas for celebrating the library’s history.

NEW BUSINESS

- **Salary Increases for Staff**
 - After discussion of our budget, **a motion was made (Ruell) and seconded (Badger) to increase all staff salaries by \$0.75 per hour, with the next pay period beginning March 22. The motion was approved unanimously by roll call vote, 3-0.**
 - A copy of these minutes will be forwarded to the Town Office with the appropriate payroll change forms.
- **Budget Allocation Schedule**
 - This year, we will request our town appropriation of *Library General Expenses* in three portions, rather than our usual four portions.
 - **A motion was made (Badger) and seconded (Ruell) to request our town appropriation in three equal payments of \$9,605 at the beginning of April, July and October. The motion was approved unanimously by roll call vote, 3-0.** David will send the letter to the Town Office.

- **Budget Category Adjustments**

- We made some adjustments in our general library expense lines, due to changes in the budget from our first proposal.
 - *Cleaning* – Increased by \$800 (due to contract increase).
 - *Fire Alarm Monitoring* (\$465) and *Fire Alarm Phone Line* (\$528) – Combined into 1 line for *Fire Alarm*, \$993.
 - *General Maintenance* – **A motion was made (Ruell) and seconded (Staples) to rename this line *Maintenance*, and reduce it to \$3,213. The motion was approved unanimously by roll call vote, 3-0.**

- **Transferring Accounts to Library Name**

- Some of the building maintenance accounts (Pemi River Fuels and Consolidated Communications) from the Scribner Trustees have been transferred to the Library's name. A few others still need to be changed, e.g., Gilford Well and the fire alarm monitoring.

- **Scribner Building and Park Trust**

- The Trustees of the Trust Funds have invited us to their meeting on March 22, at 7 PM.
- We have questions to discuss with the Town Trustees, regarding the Trust fund and the checking account. How/when is the Trust fund being transferred to the new trust? How will the checking account be transferred? What is the best way to manage the checking account? Or should the checking account funds be put back into the Trust? How do we handle expenses that will come out of the Trust?

- **Survey of Library Lot**

- Tony Randall is willing to do the survey of the library lot. With his backlog of jobs, it would likely be about 3 or 4 months out before he could begin the field work. The research work would start sooner than that. He recommended that we get right back to him if we want him to do the survey.
- He asked if we want just a boundary survey or if we want contours as well. We decided on a boundary survey at this point, but may add contours later. We will ask the price difference between the two types of surveys.
 - Boundary survey: “...*With a boundary survey it involves research of deeds to the property and abutting properties, location of corners and existing features such as buildings, walkways, roads and above ground utilities like a site plan. Once the field work is complete I then analyze the deeds to what I find or didn't find and set corners accordingly if needed.*” (Tony Randall)
 - Contours: “...*Contours would be used in site planning for such things as additions or grading purposes. It is an added cost. . . The contours can also be done at a later date if needed.*” (Tony Randall)
- Mardean will contact Tony to confirm the survey. The expense for the survey will likely come from our Capital Reserve Fund for the building.

OTHER BUSINESS

- **Debit Card vs. Credit Card**

- The town's auditors have suggested that the town departments use credit cards (rather than debit cards) to provide more accurate tracking of expenditures.
- David will talk with the town's Finance Officer to get more information about recommended credit cards and processes.

NEXT MEETINGS

- March 30, 2021 – Library Trustees -- 6:00 PM – discussion of space needs and priorities
- April 22, 2021 – Library Trustees -- 6:00 PM – regular meeting

The meeting was adjourned at 7:57 PM.

Minutes submitted by Mardean Badger

DRAFT