

## Ashland Town Library Minutes for September 16, 2013 (Draft)

Those in attendance: Lynn Davis, David Ruell, Alice Staples, Sara Weinberg and Mardean Badger

The meeting was called to order at 6:01 PM

The August 19, 2013 minutes were approved with a minor correction. The August 26, 2013 Visit to Old School Building minutes were approved as written.

### Director's Report

- Sara shared the September newsletter.
- The Friends of the Library Book Sale is this Saturday (9/21) from 9:00 to 3:00
- Park and Rec. has been coming to the library on Thursday afternoons for the after school program from 2:45 – 5:00.
- The siding on the building is complete.
- The light on the front of the building has not been replaced. This light illuminates the stairs.
- Steve Orlich fixed all the inside lights for under \$50.00.
- Sara believes they caught all the mice in the kitchen and are now storing food in the microwave.

### Treasurer's Report

- As of August 19, 2013 the checking account balance was \$3635.94
- Other Funds
  - Computer Fund: \$790.20
  - Donations: \$5513.33
  - Patron Fees: \$877.23
  - Copy Fees: \$198.15
  - Lost Books: \$561.67
- This month's expenditures included usual expenses.
- Money was transferred from the copy account to purchase ink and paper at a cost of \$325.00.
- Steve Blunt was paid \$300.00 for his musical performance.
- The annual fee paid for our post office box was \$106.

### Old Business

#### **Old School Building Visit Plans**

- We reviewed the plans from Tom Samyn discussing the following issues:
  - Security on the second floor with the arches opening up the area
  - Access to the second floor corridor when the building is closed.
  - A second egress from the second floor if access to the corridor is locked.
- Outside issues:
  - Access from the elementary school and for pedestrians walking to the building.
  - Handicapped access to the building if not in a vehicle.
- Costs
  - How much will the renovations cost?
  - How much will the building cost?
  - Should the building be appraised for its worth taking into account restrictions on the deed?

- Ask Mr. Samyn to calculate the cost of the basic changes: circulation desk renovations, door on children's bathroom, removal of sinks (one to bathroom), kitchenette door on second floor and emergency alarms for doors that go to the back stairs
- Estimate for camera system for the entire building. (Ask Tom)
- Cost for furniture and shelving.
- Operational costs.
- Next Steps
  - Appraisals (Mardean and Alice)
  - Cost for furniture and shelving (Sara will talk with Bristol)
  - Renovations (Alice will ask Tom)
- Other:
  - Investigate the bond issue (David will ask at Town Hall)
  - Grants (Sara will ask the State Library)

#### 2014 Budget

- Salary schedule was discussed looking at each employee's current salary, length of employment and number of hours he or she works.
- Our salary schedule was level funded.
- The Trustees gave final approval of the 2014 budget.
- The library is scheduled to meet with the budget committee on Thursday, October 3, 2013 to discuss our 2014 budget.

#### **New Business**

##### **Fundraising**

Alice will explore the possibility of asking some of the marketing professors at PSU about a marketing plan assignment that students could create as a fund raising project for the new library.

##### **Promotion of Library**

- Mardean suggested adding more information about the library in the monthly newsletter.
- Promoting Facebook on the town website.

Our next regularly scheduled meeting will be held on Monday, October 21, 2013 at 6:00 pm.

The meeting was adjourned at 8:22pm.

Respectfully submitted,  
Lynn Davis, Secretary