

**Ashland Town Library  
Minutes of Library Trustees Meeting  
February 25, 2014**

**Trustees Present: Alice Staples, David Ruell, Lynn Davis, Mardean Badger (alternate, non-voting)**

**Others Present: Sara Weinberg**

The meeting was called to order at 6:07 pm by Alice Staples.

**Approval of Minutes**

- A motion was made by David Ruell, seconded by Alice Staples, to approve the following minutes:
  - 12/16/2013 with one correction (Terry, rather than Lisa, regarding lead testing);
  - 1/9/2014 as presented;
  - 1/14/2014 as presented;
  - 1/20/2014 as presented; and
  - 2/5/2014 with corrected format, indicating convening and adjourning times.
  - The vote was unanimous in favor of approval of all the minutes.

**Director's Report**

- Sara reported that the previous week, when the Elementary School had an early release, Jim Gleich used the Library for the after school program, because the Booster Club was not available. This was done with Sara's permission. It was the consensus of the Trustees that future emergency use of the library on Wednesday for the after-school program would be alright.
- March 6 -- program for the Cub Scouts on Ashland history.
- May program -- The Friends of the Library are sponsoring "Moved and Seconded by Rebecca Rule."
- July 31 – Hampstead Stage Company, 6 pm performance of the Legend of King Arthur. The booking fee is \$450, which includes a \$100 discount.
- Lisa is doing the monthly story time for school-age children.
- Terry is continuing to do the monthly pre-school story time.

**Treasurer's Report**

- There were no unusual expenditures for the month, except the final \$1000 payment for the appraisal of the Historic School.

**Old Business**

- Time sheet issue -- There has been no further communication from the Town Hall on this issue.
- Letter from BOS to AG's office re: Scribner Building – Did the BOS ever actually send it? Sara sent a copy of the letter to Terry Knowles. We will pursue the issue after the March election.
- Lead testing – Speare has sent us the paperwork, but no one has gone yet.
- Social Media policy – Tabled.

- Library Director Evaluation Rubric – Tabled.
- Employee Handbook – Tabled.

### **New Library**

- Information for newspapers -- Laconia Daily Sun (Saturday); Record Enterprise (Donna Rhoades will come for tour); Laconia Citizen (toured both buildings, took photographs); shortened version of letter (possibly Citizen, Union Leader); Sherry Perry will write a letter; Press releases submitted to newspapers.
- Brochure
  - Add Library's PO Box to address on back; add voting reminder on back.
  - Mardean will send the finished file to Sara for photocopying.
- Open House at Historic School
  - Volunteers are signing up for the Open Houses.
  - Children's Room (Lynn); Second floor (Alice, Mardean); Third floor (David).
  - Staff – all on Wednesday; Sara and Adam on Saturday.
  - Open House signs – put up Wednesday morning and Saturday morning.
  - Arrows for signs, tabs for mailing, name tags – Lynn will pick up at Staples.
- Election Day – Lisa and other volunteers, with signs and bookmarks.

### **Next Meeting**

- Thursday, March 20, 2014, at 6:00 pm, at the Ashland Town Library.

The meeting was adjourned at 7:35 pm.

*Minutes submitted by Mardean Badger*