

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**August 7, 2014**

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

**Others Present:** Sara Weinberg, Library Director

The meeting was called to order at 6:00 pm by Chairperson Alice Staples at the Ashland Town Library.

**A motion was made (David Ruell) and seconded (Mardean Badger) to approve the minutes of June 26, 2014, July 10, 2014 and July 16, 2014. The vote was 3-0 in the affirmative.**

**LIBRARY DIRECTOR'S REPORT**

- The Library has been very busy this month, with upwards of 70-80 people within a typical 6-hour day. We often run out of seats and computers, especially on rainy days.
- We had about 50 people at the Art Harriman concert and collected about \$150 for the building fund, with more in the days after.
- The "Reading with Willow" program is very popular, with up to 8 readers in an hour. We have managed to fit them all in.
- The Friends' book sale (by donation) brought in about \$750.
- The Friends of the Library are continuing to work on 501(c)3 status.
- The book selection (about 150 books) for the CLiF grant has been sent in and the planning for the storytelling presentation has started. There are 2 child care preschools in town (Julie Dion and Arlene Ober) which will participate in the morning and the afternoon presentation will be at the school. At those events, books will be distributed to the children. We should do some promotion when we receive the books and when the storytelling events occur.
- We recently had problems with 2 computers (not saving properly and update routines stalled in a continuous loop). Sara took them in to Jeff at A-Bits, who fixed them; he refused to send us a bill for the work. We discussed giving him a gift certificate of \$50 (from miscellaneous funds) to Cafe Monte Alto; we agreed to do this.
- Sara suggested establishing a fund-raising committee to focus on the building fund and to help spread information on the project. Sara will compile a list of key people and the Library Trustees will write a letter inviting them to join the committee. The committee could also investigate the idea of a Kickstarter campaign.
- Sara distributed the August newsletter.

**TREASURER'S REPORT**

- We received the third appropriation, \$4900, from the Town on July 3. The only other income to the checking account was \$10 for the sale of a book to the Orford Social Library.
- Our month's expenses have been typical -- books, videos, magazine, supplies, cleaning, utilities, etc.
- The Hampstead Players' expense of \$450 came from the program line. There were about 40 people in attendance.
- The current balance in the building fund is \$499.54.
- David inquired about the source of \$10 that was marked for overdue fees. It was determined that it was the processing fee that we charge for sending repeat overdue notices to a patron and that the processing fee should be deposited into the general fund. Funds collected for

the actual replacement of lost materials (fines) will go into the Lost Books fund. We will review wording adjustments in the Overdue Policy at the next meeting.

## **OLD BUSINESS**

### **Handicapped Access**

There has been no additional communication from a patron regarding the suitability of handicapped access to the Library.

### **Library Director Evaluation**

We will complete the evaluation process for Sara in a non-public session at our next meeting. Sara will complete her self-evaluation using the rubric.

### **Library Employee Evaluation**

We briefly reviewed a copy of the form used by the Town Administrator to evaluate town employees. We felt that there were some usable pieces, but it generally is not specific enough to the library field to use for our Library employees. Sara will further review the form and is working on a library employee evaluation form.

### **CIP and Capital Reserve Fund**

We reviewed the CIP minutes of 7/16/14 to verify that the amount of \$50,000 was discussed for a capital reserve fund for a library building -- *"The consensus of the Trustees would be to start a capital reserve through a warrant article for a library facility administered by the Library Trustees. Discussion of amount acceptable to voters settled on \$50,000 (\$.21 on tax rate). It would be better to put it through the BOS than as a petitioned article so it would not be an added on expense. It would be more appealing if other funding was obtained."* We will begin to work on wording for a capital reserve warrant article. We will check with other libraries, the NHLTA, and eventually with a lawyer for appropriate and legal wording. We will continue this discussion at our September meeting.

Alice will contact Michael Coughlin of TCCAP for an update on the old school building. And she will contact George Hunton of CDFA/CDBG to arrange a meeting to discuss funding options and timelines. We also need to find out whether TCCAP received any funding from tax credits. We will also keep apprised of the progress of the Ashland Economic Development Committee.

### **Air Conditioner and Electrical Work**

The bill (\$258) from Ann McCormack for electrical work in the children's room was paid. She subsequently returned our check because the Scribner Trustees had paid the bill. She added a new outlet above the floor in the children's room, to replace the illegal floor outlet. Ms. McCormack directed us to not use the old air conditioner. An air conditioner from upstairs has been moved downstairs temporarily. Sara will look for a suitable replacement air conditioner, as we had previously approved.

## **NEW BUSINESS**

### **Library Website**

Mardean suggested starting a new page on the Library website devoted to the building campaign for the Library. This page can include information about donations, information about our

current facility and needs for an improved facility, key articles about the value of libraries, etc. Mardean offered to assist Sara with the development of this page, if needed.

The link to the Library catalog needs to be more visible again on the front page.

### **Patron Issue**

Sara brought forward a patron family's recent request to excuse a charge of \$17.98 (from February 2013) for lost books on a child's library account. After reviewing the family's history of past losses and charges, and after much discussion, the Trustees agreed to forgive the charge and reinstate the child's borrowing privileges, with the understanding that it will be a one-time forgiveness. Sara will probably limit the child to one item at a time at the beginning and gradually work up.

### **Issues Brought Up By Town Finance Officer**

The Library Trustees have not received any more information from the Finance Officer about her statements at the Budget Committee meeting regarding the Library assuming costs of the audit, insurance and workman's comp charges. We will proceed with developing our Library budget as we usually do, unless we hear anything more.

### **Safety Inspection of Town Buildings**

At a recent meeting of the BOS, it was announced that Primex would be inspecting Town-owned buildings for safety issues prior to a Department of Labor inspection. The Library was not included in the memo to other town departments and was not visited by Primex. It was noted that we have received a visit by the DOL before, with some safety issues noted. We discussed our concerns about not being included with other departments and our lack of information about how the Library is covered by Town insurance. We also mentioned our lack of information about the Scribner Trustees' insurance of the Library building. Mardean will draft a memo to Paul Branscombe and Norm DeWolfe and share it with the other trustees before sending it.

### **2015 Budget**

We began discussion of a proposed Library budget for 2015. We reviewed our original 2014 request in comparison with what we received under the default budget. We identified lines which can stay essentially the same as our 2014 request and which lines need further information or research. We will continue budget work at our September meeting. The areas that we need to research are:

- Cleaning (check with Joyce Janitorial and other available services)
- Code Compliance (check other vendor for fire extinguishers and inspection)
- Dues (check NHLTA and Scrooge/Marley dues)
- Supplies (check this year's expenditures)
- Utilities & Telephone (check history of costs)
- Wages (compute wages and fixed costs as per current employees and wage scales)

### **NEXT MEETING**

**Our next meeting will be September 11 (Thursday), 6:00 pm in the Library.** If the Budget Committee schedules a meeting for that date, our alternate meeting date will be September 8.

The meeting was adjourned at 8:05 pm.

***Minutes submitted by Mardean Badger.***