

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**July 6, 2015**

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

**Others Present:** Sara Weinberg, Library Director; Thomas Ladd

The meeting was called to order by Chair Alice Staples at 10:00 am at the Ashland Historic School (TCCAP building).

The majority of the meeting was comprised of a **detailed tour of the Historic School building and discussion of the future of the Ashland Town Library**. Listed below are the various items discussed or questions raised.

- Is the building equipped with a fire sprinkler system? [Update -- yes]
- All doors into rooms and areas are automatic closing, with no ability to keep them open. Check with Fire Chief Heath regarding which doors must remain in place, which doors must remain closed, which doors could be eliminated, which doors could be equipped with magnetic latches which automatically close if fire alarm is tripped?
- It was noted that the fire extinguishers have 2010/2011 tags. Have they been recently inspected?
- Check the overhead light level (lumens) in the various rooms (when it is dark outside). It was probably planned for office purposes. Is it adequate for library purposes (reading, studying, etc.)?
- Check the floor load for each level – this is crucial. Are there any engineer's tests and data available?
- If the divider in the 3rd floor meeting room is closed (2 groups meeting), are there 2 emergency exits from each side?
- Get specific measurements and square footage of each room. Send to Tom Ladd.
- Send pdf of the 2014 Library Annual Report to Tom Ladd.

Option: Historic School vs. new empty lot?

- *"Why does the library need the whole school building? The library has worked well in a small building."* -- Be ready to answer this question.
- Be ready to discuss the town's need for meeting space to justify the need for the 3rd floor. Explain limitations of elementary school, booster club, town office conference room, fire station meeting room.
- Meeting policies -- Start establishing those policies now, even for our current library. Who? How? How much? Why?
- Historic school -- preserving the historic element; preserving the personal connections that our residents have with the building.

Our brochure was good, but it didn't spell out why our current library is inadequate. We need to explain and quantify the standards, and apply them to our current library and future needs.

#### Downside to the Historic School -- Staffing

- Increased usage will happen; therefore we will need more staff.
- Multiple floors to supervise and multiple services will occur on each floor; therefore we will need more staff.
- Video surveillance system will be needed; policies need to be written.

#### Downside to the Historic School -- Parking

- There are about 12 spaces at the top, plus 2 (?) handicapped spaces
- Parking at the bottom of the hill, steep walk up the hill– is it usable? how many spaces?

#### Additional Costs – we need clearer figures

- Utilities to run the building
- Costs of operation
- Costs of staffing
- Plowing/shoveling -- Will we need to hire smaller truck for the parking lot?
- Set up a non-capital reserve fund (or expendable trust fund) to handle future repairs to the building.

#### School Library and Town Library relationship (codify at School Board/Library Trustees level)

- Create a memorandum of understanding between the 2 regarding roles, users, etc.
- Evaluate town library use by students after school hours (procedures, unattended kids, etc.)
- Look at current patterns (times, days, ages) of use by elementary and high school students

#### Adding Hours of Operation

- Consider this a stage 2 change -- as use demands

#### Legal Issues

- Do the deed restrictions allow the building to be conveyed to (purchased by) a municipality?
- Would the occasional book sales be considered "retail"?

#### Cost comparison -- Buy the school or build a new library?

- Look at other comparable NH library addition/construction costs
- Check Northway building for comparison -- square footage, price, lot size, etc.
- Other locations -- Mr. Chuck's; Catholic church
- Are there other locations (empty lots) or other possible buildings in town to consider ?

Some businesses, schools, etc. may be giving away or selling good furniture that could be used in the future library. Find a secure storage place now to be able to store such acquisitions.

Tom Ladd explained our 2 options for the cost of his report – pay him by the hour for time spent on the report or pay a flat fee of \$2500, which will provide the draft report (with factual corrections included). Tom's report will evaluate the needs of the library and the community, applied to the standards and compared with other similar communities. He will also provide a

limited assessment of the viability of the Historic School. There would be additional cost if we want other options analyzed. He referred us to the Newington/Langdon Library report which he prepared.

**A motion was made (Badger) and seconded (Staples) to contract with Tom Ladd to provide a draft report for \$2,500.** It was noted that we had previously approved hiring Tom Ladd, but we had not confirmed the cost of the project. **The motion passed 3-0 unanimously.** We will email Tom to confirm our decision.

#### Additional Business

- Alice and Sara will not be available for the meeting with the CIP Committee on July 15.
- Sara still has not heard back from The Common Man regarding food/grill for the Art Harriman concert. If we do not hear, we will arrange something else (maybe watermelon, drinks, etc.).

The meeting was adjourned at 12:45 pm.

*Minutes submitted by Mardean Badger*