

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**June 28, 2016**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**  
**Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 6:06 pm by Chair Alice Staples.

**Approval of Minutes**

- The approval of the May 5 and May 31 minutes was tabled to the next meeting.

**Director's Report**

- The July newsletter was distributed. It has also been emailed (with MailChimp) to 28 email addresses (includes the BOS members). MailChimp can also be used to remind people about special programs.
- Twenty-one children have signed up for the summer reading program.
- The new staff computer has been purchased and is working well.
- Nine children (ages 10+) attended the tie dye program.
- After discussion with the pre-teens and teens at the tie dye program about activities that would interest them, a teen coloring activity will be added.
- Employee update – Sophie Sanborn has taken another job, but will still be available for a Saturday fill-in if needed. Julia Dunn (PRHS and National Honor Society student) has been volunteering and is interested in a school year job. **A motion was made (Ruell) and seconded (Badger) to authorize the hiring of Julia Dunn for a part-time position. The motion was approved, 3-0.**
- Summer patrons and visitors are coming in to the Library. Several new library cards have been issued (summer people and new residents).

**Treasurer's Report**

- We reviewed and signed the financial report to date.
  - Expenses included books, audios, videos, cleaning, programs, supplies, utilities, tech support/web catalog and web domain.
  - One more bill was received for the Kindle Unlimited account, which was debited through before we cancelled the account.
  - Revenues included a few book sales and transfer of \$182 from Copy Fees for supplies.
- The Friends have donated \$100 directly to the Building Fund in Donald Bump's memory. The Bump Memorial Fund has received \$70, which is not earmarked for any particular purpose. We discussed the possibility of publicizing the Bump Memorial Fund, email newsletter, etc. through a newspaper article or mention in the Ashland column.

**Old Business**

- Video Surveillance Cameras – Our last letter to the Scribner Trustees was in May. We will send another letter to them regarding their approval of the project and our offer to arrange a meeting with the installer.

## **New Business**

- **Air conditioner**
  - Because we have expended our equipment account, we will delay purchasing another air conditioner (for upstairs) until after other major expenses are complete (computers, cameras, Tom Ladd, etc.) or until next year.
- **2017 Budget Preparation**
  - The Budget Committee has requested that departments submit their proposed 2017 budgets by October (to BOS in September). Our July meeting will be devoted to beginning 2017 Library budget preparation. Some items to be considered for adjustments include downloadable books, public access computers, wages, tech support/catalog, and equipment (e.g., upholstered chairs). We will ask the Scribner Trustees about repairing/replacing the upholstery of the chairs by the circulation desk.
  - The 4 public computers are now about 5-6 years old, reaching the end of their reliability; #2 is having the most issues. By the end of this year, we will have about \$5,050 in the computer fund, when we transfer \$750 from the appropriation during the last quarter. Our preferred timing is to replace all at once; an alternative was suggested to replace 2 at a time in 2 consecutive years. We will contact Jeff Levesque for estimates and recommendations.
- **Space Needs Planning Timeline**
  - We reviewed the updated draft, which we will share with the Board of Selectmen and the CIP Committee with a cover letter.
- **Santa Cruz Libraries Article**
  - We reviewed the June 21, 2016, article “*Good Times: How the Library Measure Won*” which described a successful door-to-door campaign for a library bond issue/parcel tax measure.
- **CIP Committee**
  - Our meeting with the CIP Committee is August 17 at 7:30pm. Our primary request will be for an additional \$25,000 to be added to our Capital Reserve fund. We will also share the space needs planning timeline with the Committee. David and Mardean will be at the Budget Committee meeting.
- **Budget Committee**
  - We discussed possible dates for our mid-year budget review. Consensus was to meet with them on August 17, prior to our meeting with the CIP Committee.
- **Summer Concert**
  - If we have a summer concert with Art Harriman, we will not do a barbecue as we did last year.
- **Sign-Up for 1000 Books Program**
  - We discussed a resident request for a special party for celebrating a child’s first library card and/or 1000 Books program. While we do not host special parties, Sara will speak with the resident about alternative ideas for promoting children’s use of libraries.

## **Next Meeting**

- **Library Trustees Meeting: July 26, 6:00 pm, Ashland Town Library**

The meeting was adjourned at 7:05 pm.

*Minutes submitted by Mardean Badger*