

**Ashland Town Library
Minutes of Library Trustees Meeting
October 5, 2017**

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

The meeting was called to order at 6:00pm by Chair Alice Staples.

Approval of Minutes

- *A motion was made (Staples) and seconded (Ruell) to approve the minutes of August 17, 2017. The motion was approved unanimously, 3-0.*
- *A motion was made (Staples) and seconded (Ruell) to approve the minutes of September 14, 2017. The motion was approved unanimously, 3-0.*

Director's Report

- The Library's October calendar was distributed.
- The new Knitting program is going well.
- In September, 17 students from the Middle Tier class (and 2 teachers) of Ashland Elementary School visited the Library to conduct research in preparation for compiling a book to celebrate Ashland's 150th anniversary. Assignment information was provided ahead of time to enable the Library to pull a variety of resources. The students have also visited the town's historical museums.
- At the next pre-school story time, a member of the Ashland Fire Department is going to read a story and talk about fire safety.
- At the recent book sale and raffle, the Friends of the Library raised over \$900.
- The Library has placed a limit (5) on the number of magazine back issues that can be taken at one time. This is due to a non-resident, non-patron who has been taking all the back issues.
- The Library will close at 5:00pm on October 31. Candy will be passed out during the day when the school children have their Halloween parade.
- Sara will participate in a webinar on Oct 19 about dealing with angry library patron behavior. The fee will be taken from the budget's Education line.
- The next school/library CLiF program will be on October 18 (noon-2pm), during which the town library will receive about 150 new library books. Sara, Lisa and Terry will attend the program. Sara is preparing a brochure and bookmark to distribute promoting the library's programs and resources.

Treasurer's Report

- We reviewed and approved the current financial report.
 - Standard expenditures included books, videos, audios, subscriptions, supplies, utilities, cleaning, post office box, stamps, and Weebly website program.
 - Additional RAM was purchased for the second desk computer.
 - The down payment (\$2177 from Donations) was made for installation of the security camera system by Mango.

- The fourth quarter budget appropriation (\$4788) was received from the Town. As of today, 70.6% of our budget appropriation has been expended.
- Expenditures for replacement books and a copier belt were covered by transfers from other accounts.
- A restitution of \$58.09 was received for the past computer theft.
- The NH Parks Pass ordered by the Friends of the Library was never received from the state. The refund came to the Town Library account, instead of to the Friends. A check was written to the Friends for the refund.

Old Business

- **Security Cameras**

- We reviewed 2 agreements from Mango Security Systems – “*Agreement for Sale and Installation of Video System*” and “*Agreement for Service of Equipment and/or Systems.*”
- Alice signed the 2 agreements for return to Mango.

- **Internet System Improvements**

- Firstlight – Sara met with Tony Salamanca and received an initial pricing summary. A 20M/20M (upload/download) connection is \$380/month or \$4560/year. A 30M/30M connection is \$432/month or \$5184/year. The \$990 setup charge would be waived. However, there would be a “construction cost” to bring the service from the pole, and we would have to remain under contract with them until that cost is paid – there was no estimate for that cost.
- FairPoint provided 2 options. The 25M DSL service would be \$45.59/month or \$547.08/year, plus monthly router rental or one-time purchase. The router can support 16 users at once (we have 10 user points in house currently). The 30M/30M Enterprise-class service is \$329/month or \$3948/yr.
- The costs of these proposals are not feasible within our current budget nor have they been included in the proposed 2018 budget. More information is needed and more options need to be researched, including from Spectrum. Our current service is basic service from Spectrum at no charge; any upgrade through Spectrum will add costs to the budget.
- It was suggested to talk with Jeff Levesque, who services our computers, about recommendations he might have for cost-effective service improvement.

- **Personnel Action Form**

- We reviewed our adaptation of a personnel action form. The form will be used by the library director and trustees for personnel matters and kept internally.
- Sara has created a half-sheet “*Rate of Pay Form*” which will be submitted to the town office (with a copy kept in the employee file) at any time there is a new or changed rate of pay for any employee. ***A motion was made (Ruell) and seconded (Staples) to approve the use of the “Rate of Pay Form.” The motion was approved unanimously, 3-0.***
- Sara explained the process used for reporting payroll information (i.e., employees’ weekly wages only) to the town office. Appropriate records are kept internally for tracking our employees and their working hours.

- Library employees are not town employees. At the Library Trustees' request, the town office has prepared and processed the library payroll since about the early 2000's.
- **Library Authority and Responsibilities**
 - We reviewed a draft of an explanation of the authority and responsibilities of a board of library trustees in the operation and management of a town library. Alice will prepare an introduction and closing for the document. The finished document will be provided for the Town Administrator, members of the Board of Selectmen, and Town Office staff.

New Business

- **Reporting Suspicious Behavior**
 - We discussed a few recent incidents with library users and members of the public. The incidents involved inappropriate and/or suspicious behaviors. The Ashland Police Department is aware of some of the issues or incidents and has emphasized that all library employees should be proactive in contacting the Police Department at any time.
- **Warrant Article**
 - *A motion was made (Badger) and seconded (Staples) to request that the Board of Selectmen include an article in the 2018 warrant to appropriate \$25,000 to be added to the existing capital reserve fund for library building. The motion was approved unanimously, 3-0.* David will prepare the letter for our signatures.
 - David reviewed a recent School Board meeting at which TCCAP again requested that the deed restrictions on the TCCAP historic school building be relaxed. The School Board did not agree to do so. The library trustees, at this time, are not going to pursue the purchase of the historic school building.

Non-Public Session

- *At 7:30pm, a motion was made (Staples) and seconded (Ruell) to enter non-public session for the purpose of personnel employment (NH RSA 91-A:3, II(b)). The motion was approved, 3-0, by roll call vote (Staples, Ruell, Badger).*
- The Trustees and Library Director discussed the scheduling availability of an employee.
- *At 7:34pm, a motion was made (Staples) and seconded (Ruell) to return to public session. The motion was approved unanimously, 3-0.*

Next Meeting

- **November 16, 2017 (Thursday) – Library Trustees Meeting, 6:00pm, Ashland Town Library.**

The meeting was adjourned at 7:40pm.

Minutes submitted by Mardean Badger