

**Ashland Town Library
Minutes of Library Trustees Meeting
June 21, 2018**

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

The meeting was called to order at 7:02 pm by Chair Alice Staples. The Library Trustees' meetings are now being held at 7:00 pm, on the main floor of the library. Access for the public is through the rear door via the handicapped ramp.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of May 24, 2018. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The summer reading program has 16 registrants so far. The school librarian also talked about the summer reading program and sent information home with the students.
- The July 4th library schedule was discussed. The library will be closed as usual on Wednesday (July 4). It was agreed that the library could be closed early on Tuesday (July 3) if deemed necessary.
- The book sale on July 7 will be on the library lawn, with use of tent and tables donated.
- There has been no response from the Scribner Trustees to our letter regarding outside lights and railings. However, a light for the front stairs has been installed.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report.
 - We reviewed a new reconciliation report format.
 - Regular expenses included videos, books, supplies, cleaning, telephone, electric, web domain (1 year).
 - Income included donation (\$22.95 for book purchase), \$40 in patron fees, \$34.20 for restitution.
 - We have not received an invoice for the downloadable books fee. Sara will check with the State Library.
 - The public access computer account will have about \$6800 by the end of the year.

OLD BUSINESS

Access to Upstairs

- There has been no response yet from the Scribner Trustees yet regarding a key for the locked room upstairs (for access to part of library collection). After the issue was discussed at the May 21 Selectboard meeting, we were told that we would receive a key. The Scribner Trustees met most recently on June 4.

NEW BUSINESS

Staff Evaluations

- Sara will review the staff evaluation form.

Library Cards

- Since we are almost out of the current library cards, Sara has reviewed some options for replacement cards. The current supply was purchased in 2013 from BroDart; replacement of the same format would cost about \$247 for 500 cards (about 49 cents each). She suggested a new format, a combination which would include a wallet-sized card and a smaller card which would attach to a key chain. This format from Demco would cost \$820 for 500 cards (\$1.64 each). Without the key tag, the Demco price would be \$1.14 per card. **A motion was made (Badger) and seconded (Staples) to approve the expenditure of \$820 from patron fees for new library cards. The motion was approved unanimously, 3-0.**

DVD Racks

- Sara reviewed some options (from Staples or Walmart) for replacement shelving for DVD's, 1 narrow style to go at the end of the book shelves rows and 1 wider style to replace the current free-standing shelves by the windows. The capacity of the proposed shelves would be greater than the current capacity. **A motion was made (Badger) and seconded (Staples) to approve ordering one of each style, to be paid from the Equipment line. The motion was approved unanimously, 3-0.**

Public Access Computers

- There are currently 3 computers and 1 Chrome Box for public access use – 4 public access points. One other public computer was moved to the staff desk to replace the computer that was not operating properly after repeated repairs/upgrades.

Network Issues

- The new router has resolved the network issues we were having. We also began discussing future options for printing capability or printer replacement, including consideration of an air printer.

Executive Summary

- The Executive Summary was last updated in 2013. Alice will review the current summary.

Next Meeting

- **July 31, 2018 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (rear entrance).**

The meeting was adjourned at 8:18 pm.

Minutes submitted by Mardean Badger