

**Ashland Town Library
Minutes of Library Trustees Meeting
August 28, 2018**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe

The meeting was called to order at 7:00 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of July 31, 2018, and the minutes of August 24, 2018. The motion was approved unanimously, 3-0**

DIRECTOR'S REPORT

- Sara shared an email about an upcoming Trustee Orientation workshop and regional trustee meetings.
- Sara still has not found someone to use for fill-in staffing for vacation days, etc. Mardean tentatively volunteered to cover 4 hours on September 20.
- Scribner Trustees Letter
 - On Monday night (8/27/18), Tom Peters came into the Library, gave Lisa Rollins an unsealed envelope with a letter addressed to the Trustees and a key. He asked her to read the letter *[attached to these minutes]* and then put it in the envelope and seal it. He did not stay while she read the letter. Lisa immediately called Sara and read the letter to her over the phone. Sara forwarded the letter to the Trustees Tuesday morning (8/28/18). *[discussion noted later in these minutes]*

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statement.
 - An update on wages will be provided later.
 - Expenses included the usual items and categories (books, videos, subscriptions, utilities, cleaning, etc.).
 - On-Site Computers was paid \$180 for a service call and replacement of a battery clip on one of the patron computers. We replaced the non-working monitor with a back-up monitor that we had upstairs.
 - Hampstead Players was paid \$375 for our summer program.
 - Income included another restitution payment, \$32.40, for the stolen computer in 2011.

OLD BUSINESS

Scribner Trustees Letter and Key

- At the August 6 Selectboard meeting, the Town Administrator was directed to compose a memo to the Scribner Trustees as a reminder that they had previously agreed to provide a key to the Library Trustees for access to the upstairs room in the library. The memo was

signed by all Selectboard members. It was noted that delivery of the 8/10/18 BOS memo *[attached to these minutes]* to the Scribner Trustees was refused by one of the Scribner members.

- The Library Trustees reviewed the 8/27/18 letter from the Scribner Trustees which included a condition that we discard items from two rooms upstairs (office and small room at the top of the stairs) to make room for shelving and move all books out of the “Scribner Room.” The letter concluded with a statement providing the Library Trustees with 45 days to reorganize and was accompanied by a key to use for 45 days.
- The Trustees had a lengthy discussion about the Scribner letter and reviewed documents relative to the use of the building as a library.
- The Trustees decided that Alice will write a response to the Scribner letter, including a description of what the Library uses the upstairs rooms for and reiterating our original request, i.e., simply having a key that could be used by a staff member (only) to retrieve book(s) to fulfill patrons’ requests.
- David will check with the Town Clerk regarding availability of Scribner Trustees minutes of any meeting at which the key issue was discussed, action decided and the letter formulated. If no minutes are available at the Town Office, we will consider submitting a Right to Know request for such information.

Staff Evaluations

- Sara has created Performance Evaluation Forms for the Library Assistant and Circulation Assistant positions, based on the new job descriptions. Evaluations will be started subsequently.

Library Cards

- The new library cards will probably arrive in about another couple weeks. The remainder of the old cards will be used for replacement of lost cards.

Friends of the Library Gifts

- At the *Friends of the Ashland Town Library* meeting on August 23, 2018, their members approved 2 motions: (1) “to spend up to \$500 to purchase padded metal folding chairs and a cart if approved by the Library Trustees,” and (2) “to spend up to \$200 to purchase one DVD shelf if approved by the Library Trustees.”
 - Chairs: We reviewed and approved the proposed chairs (20) and rack, which will be placed at the back end of the main collection room. **A motion was made (Ruell) and seconded (Staples) to accept the Friends’ gift of folding chairs and rack. The motion was approved unanimously, 3-0.**
 - DVD Racks: We reviewed and approved the proposed DVD shelving units, which will be freestanding at the front of the library and will replace all the smaller shelving units. **A motion was made (Ruell) and seconded (Badger) to accept the Friends’ gift of one DVD rack and to expend \$200 from our Patron Fees account for a second unit. The motion was approved unanimously, 3-0.**

Meeting with TCCAP

- On August 24, 2018, we met with the three new executives of TCCAP – Jeanne Robillard (CEO), Regan Pride (COO), and Randy Pilotte (CFO). We discussed past attempts to purchase the Historic School for use as a library and possible moves going forward. TCCAP will discuss options with their bank (possible lease/purchase scenario) and will get back to us in September. We are interested in pursuing the Historic School again.

Email Discussion

- Sara explained the best option at this point to provide dedicated email capability for the Trustees is to establish Gmail accounts for each of us and use a program similar to Carbonite to archive Trustee and Library emails. We will continue to discuss options and procedures.

Manuscript Donation

- David is going to review the manuscript donated to the Library Trustees by Donald Micklon. We will then discuss response and options at a future meeting.

NEW BUSINESS

Copier Information

- Sara met with a representative from New England Office Solutions. They discussed some of the options we are looking for in a replacement copier, but no specific models or prices were suggested yet by the representative.

2019 Budget Worksheet

- Sara shared an expanded budget spreadsheet. We will set up a separate Trustee meeting devoted to preparing a proposed budget for 2019.

NEXT MEETINGS

- **September 6, 2018 – Library Trustees Meeting (Budget Preparation), 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance).**
- **September 27, 2018 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance).**

The meeting was adjourned at 9:08 pm.

2 attachments

Minutes submitted by Mardean Badger



Town of Ashland
New Hampshire 03217

TOWN OFFICE
OFFICE (603) 968-4432
FAX (603) 968-3776

August 10, 2018

Ashland Trustees of the Trust Funds
Scribner Memorial Trustees

RE: Ashland Library - Trustees key

Dear Ashland Trustees,

In previous discussions with Trustees it was agreed upon that the Trustees would provide a key to the Ashland Library for access to the locked room where the books of the active Library catalog are shelved. As of today, the Library has not received the key, to which is the purpose of this memo. It's our hope that the Trustees can provide a key within the next two weeks, or thereof, as not having access to this room at certain times has caused for an inconvenience, for Library staff and the public in general when certain books are requested. In closing, thank you for your attention to this matter, and please do not hesitate to contact the Town Office if we can be of assistance.

Sincerely,

Town of Ashland
Board of Selectmen

Date 8/14/18

Frances Newton
Frances Newton, Chairman

Date _____

Harold Lamos
Harold Lamos, Vice Chair

Date _____

Leigh Sharps
Leigh Sharps

Date _____

Casey Barney
Casey Barney

Date August 13, 2018

Kathleen DeWolfe
Kathleen DeWolfe

20 HIGHLAND STREET • P.O. BOX 517 • ASHLAND, NEW HAMPSHIRE 03217-0517

Scribner Memorial Trustees
P.O. Box 425
Ashland, NH 03217

8-27-2018

Library Trustees
Ashland Town Library
P.O. Box 660
Ashland, NH 03217

Dear Library Trustees,

We understand it to be inconvenient when patrons request a book that is located in the Scribner Room. Therefore we propose to make things a bit easier for you.

Many years ago the Library Trustees asked the Scribner Trustees if they could use the room to the left of the top of the stairs for office space. The Scribner Trustees gave the Library Trustees permission to use this space and to share this space with other community groups who, at the time were using the space all but seldom. The Scribner Trustees also offered to allow the Library Trustees to use the small room at the top of the Stairs as well.

Clearly the Library is the only group using the space's mentioned, however, being that these spaces seem to be filled with clutter, old discarded equipment etc. and have been for many years, perhaps you no longer have a need for this space as office space.

If you do want to continue to use this space we propose the following.

- 1 Clean out all the un-used equipment and other articles as well as any furniture that you feel you do not use. The Scribner Trustees will help you remove anything that you designate you would like removed.
- 2 Once the space has been cleaned up, acquire book shelves suitable to fit some of the freed up wall space. The Scribner Trustees will help you in measuring, assembling, installation and placement of book shelves.
- 3 Move all the Libraries books from the Scribner Room to the new Book Shelves.
- 4 As a goal the Scribner Trustees have set 45 days for the Library Trustees to determine if they are interested in cleaning up and reorganizing this space and to perform the task proposed. The Scribner Trustees will be available to help you if you choose to move forward with the proposal.
- 5 For now, we will provide you with one key (please do not duplicate) for 45 days, so you will have access to your books in the Scribner Room.
- 6 We trust you will agree that having the space's cleaned and reorganized will be a benefit.

Sincerely,

Scribner Memorial Trustees

Rick Pare' Richard Ogden Mark Ober Alfred Salvoni Tom Peters