

**Ashland Town Library
Minutes of Library Trustees Meeting
December 13, 2018**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

Kathleen DeWolfe

Tri-County CAP: Jeanne Robillard (CEO), Regan Pride (COO),

Randy Pilotte (CFO)

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

HISTORIC SCHOOL AND TCCAP

The Trustees and Library Director met with the TCCAP executive staff. We reviewed purchase and financing scenarios for the Historic School prepared by TCCAP. The TCCAP staff explained that the advertised selling price of the school has remained at \$525,000. No matter how the sale is structured, they must in the end turn \$525,000 over to the bank.

Scenario	Selling Price	Interest Rate	Term	Monthly Payment	Balloon Payment	Amount Received
1	525,000	0.00%	60 mon.	4,375.00	262,500.	525,000.
2	500,000	1.5%	60 mon.	4,167.00	279,799.79	529,819.79
3	525,000	1.5%	120 mon.	4,714.05	-----	565,686.
4	474,000	4.0%	60 mon.	8,747.85	-----	524,871.

Discussion ensued relative to procedures for multi-year contracts, escape clauses, town authority for lease/purchase scenario, and timeline for submitting warrant articles and promotion of warrant articles.

After considerable discussion, the Trustees felt that there was too little time in which to effectively propose and promote to the public a warrant article for purchase or lease/purchase of the Historic School for the library. We will continue to keep in contact with the TCCAP executives and consider similar scenarios next year with appropriate lead time, with the understanding that the building might not be available next year.

We also discussed TCCAP's offer to us to consider scheduling the building for some special events throughout the year as a way to promote the viability of the building as a library for the town.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Badger) to approve the minutes of November 15, 2018. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Christmas Night in Ashland was very successful, with over 100 photos taken of the children's visits with Santa Claus.
- The Trustees approved the early closing at 4:00 pm of the library on New Year's Eve.
- For the evening hours on December 20, Sara needs an additional person for coverage. Alice volunteered to assist.
- The Library will meet with the Budget Committee on December 20, at about 7:15 pm.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses included the usual audios, books, videos, Junior Library Guild, subscriptions, telephone, water, sewer and cleaning.
 - Income included a \$10 sale of a book
- We reviewed the remainder of the year's budget, including anticipated and additional expenses.
 - Required expenditures will include remaining payroll (about \$2,200) and vacation time (about \$800).
 - Possible expenditures may include encyclopedia subscription, audios, computer chairs.
- **A motion was made (Ruell) and seconded (Badger) to transfer \$1,000 from the General Fund to the Building Fund. The motion was approved unanimously, 3-0.**
- **A motion was made (Ruell) and seconded (Staples) to submit a letter to the Board of Selectmen requesting the first quarter 2019 transfer of \$4,000. The motion was approved unanimously, 3-0.**

OLD BUSINESS

Historic School

- We reviewed the financing options presented by TCCAP.
- We discussed the possibility of marketing the library through a PSU course project.
- We discussed the need to gather further legal information regarding the process of purchasing the building, including consulting a NHLTA attorney, NH DRA, the town administrator, the town attorney, and the town treasurer.

Staff Evaluations

- Sara has completed the staff evaluations, and is in the process of conducting individual interviews with the staff members.

Manuscript

- Mardean will next borrow the Don Micklon manuscript for reviewing.
- We now need to clarify the effect of Don Micklon's death on his letter donating the manuscript to the library.

Sidewalk Plowing

- The DPW has done a good job of keeping the snow cleared at the rear of the library.

- The front steps still are a problem when covered with snow or ice, due to the steepness and the slippery granite surface.

Annual Report

- Alice will draft the annual library report (for the Town Report) with Sara's assistance with statistics and review of activities.

NEXT MEETING

- **December 20, 2018 – Budget Committee Meeting regarding Library Budget, 6:30 pm, Ashland School Library**
- **January 17, 2019 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use the rear handicapped entrance).**

The meeting was adjourned at 9:12 pm.

Minutes submitted by Mardean Badger