

**Ashland Town Library
Minutes of Library Trustees Meeting
April 25, 2019**

**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.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of March 12, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- A new activity, Sensory Playtime, has been added, each Friday beginning May 3 during the library's open hours. This activity is part of a trend for self-guided activities featuring sight, touch, taste, smell, and hearing for ages pre-school to about age 6. An anonymous donor made the two tables and bins.
- The summer reading program theme is "Universe of Stories."
- A Science Center program "Earth Heroes" is scheduled for June 27 (6:30pm, Booster Club) and will feature a peregrine falcon and other animals.
- On April 18, Terry attended a program "Power of Small Libraries."
- There is a movement to re-align the size classification of libraries, to more effectively distinguish between small and tiny rural libraries.
- Sara will be attending the New Hampshire Library Association (NHLA) conference on May 10 in Meredith.
- The annual inventory of the collection is nearly complete, with minimal losses this year. The installation of security cameras in the library seems to have made a difference.
- Sara has contacted Regan Pride (TCCAP) to inquire about using the Historic School for programs, with no response yet.
- Sara has collected a variety of information on the subject of supervised visitations occurring in libraries. More discussion is needed.
- MVSB has paid (\$300) for the Science Center pass. We are now waiting to receive the pass from the Science Center. We have received the discount pass for the Polar Caves.
- The Friends of the Library will be hosting a Library Open House on May 30, to acquaint the public with the Friends' role in providing additional support for library programs.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses included items such as books, video, utilities, cleaning, program supplies, and regular supplies. Copier ink (\$210) was purchased through the Copier Fees account
 - A restitution payment (\$34.20) was received. A \$100 donation was received for the Building Fund.

- We reviewed the calculation of quarterly payments from the town to the Library. The first quarter payment of \$4,000 has been received. The three remaining payments (April, July and October) will be \$5,505 each quarter.
- **A motion was made (Badger) and seconded (Staples) to approve the quarterly payment calculation to be presented to the Town. The motion passed unanimously, 3-0.**

OLD BUSINESS

Directional Signs

- We will continue this discussion at the next meeting, to include location, wording and materials of signs to provide clearer information for the accessible rear entrance. We will check regulations for accessible/handicapped signage.

Library Locations

- As we view potential locations for the Library, we will discuss the advantages vs. disadvantages and complete an evaluation sheet for each location.
- Sara will contact the Diocese of Manchester to arrange a viewing of the St. Agnes Church property.

Library Director Evaluation

- We will review our evaluation of the Library Director at our May meeting.

NEW BUSINESS

PSU Assistance

- Alice has had contact with George Pettinico, Professor of Marketing, regarding assistance from PSU students for marketing/survey research and public relations.
 - Alice will speak with Scott Mantie (Marketing Research course, in the fall) for student assistance in developing and analyzing the results of a survey for the Library.
 - The other contact mentioned, Denise Hutchins who teaches Public Relations, has projects already lined up for her students, but we will maintain contact in case assistance can be provided in the future.

NEXT MEETING

- **May 23, 2019 – Library Trustees Meeting, 7:00 pm, Ashland Town Library (first floor; use rear handicapped entrance.**

The meeting was adjourned at 8:07 pm.

Minutes submitted by Mardean Badger