

**Ashland Town Library
Minutes of Library Trustees Meeting
July 19, 2019**

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

The meeting was called to order at 1:07 pm by Chair Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of May 23, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- A draft of the August newsletter was shared. The weekly Sensory Playtime has been very popular.
- The book sale and raffle sponsored by the Friends of the Library was very successful, raising over \$700.
- The next Friends of the Library meeting is August 22, 6:00 pm, at the Ashland Town Library.
- Sara recommended that there should be a Memorandum of Understanding between the Friends of the Library and the Library to distinguish the different roles and responsibilities of the Friends members and Library staff. Sara will draft a MOU for review by the Trustees and review by the Friends, prior to a joint meeting between the two groups.
- Twenty-four children registered for the Summer Reading Program.
- Sara noted that there are about 1 or 2 curb-side deliveries of materials at the Library each week. Curb-side deliveries of materials are made to the cars of patrons who have difficulty navigating the walkways, stairs and ramp to come into the Library. These deliveries are separate from home deliveries of materials to patrons who are home-bound.
 - The services of curb-side and home deliveries should be promoted in our monthly news memo to the Board of Selectmen.
- We discussed an upcoming non-public session discussion scheduled between the BOS and Amanda Loud, member of the Scribner Trustees. We agreed that we need to communicate the importance of the involvement of the Library Trustees and Library Director in any discussion regarding the future of the current building and impact on future facility planning for the Library.
- Sara will draft a bulletin board policy.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses and income included all the usual categories and vendors. The latest appropriation was received from the town.

- Joyce Janitorial is increasing their weekly rate from \$54 to \$56 beginning July 1. Sara approached Great Northern Cleaning, who quoted \$100 per week. We will stay with Joyce Janitorial.
- We discussed whether to change the name of our separate Computer account to “Computer and Technology.” As we start our budget process for 2020, we will discuss this issue more, including short- and long-range planning for major technology expenses.

DON MICKLON MANUSCRIPT

- The Trustees have decided not to pursue the publication of the Don Micklon manuscript. While it is an interesting memoir of Mr. Micklon’s years in Ashland, we do not feel the Library has the means to pursue the expense of publication and the promotion process for beneficial sale of the manuscript. Alice will communicate with his nephew in Arizona regarding return of the manuscript.

DIRECTIONAL SIGNS

- We continued discussion of appropriate wording for signage to direct patrons to the rear for “Easier Access” to the Library.

LIBRARY DIRECTOR EVALUATION

- The evaluation process of the Library Director has been completed and Alice will finalize the document.

PLYMOUTH STATE UNIVERSITY ASSISTANCE

- Alice will follow up with her PSU contacts regarding assistance from PSU students with Library planning or promotional projects.

“THE PUBLIC” MOVIE

- The Library has a copy of the recent movie release, “The Public,” which describes a public library’s relationship with a local homeless population.

NEXT MEETINGS

- **August 16, 2019 – 1:00 pm, Library Trustees work session, at Ashland Town Library.**
- **August 27, 2019 – 7:00 pm, Library Trustees regular meeting, at Ashland Town Library.**

The meeting was adjourned at 2:55 pm.