

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

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

The meeting was called to order at 6:15 pm.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the following minutes: October 10, 2019; November 12, 2019 (3 meetings); and November 18, 2019. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara reported on recent activities of the Friends of the Ashland Library.
 - Organized for Christmas Night in Ashland 2019 (Pictures with Santa).
 - Approved the purchase of the Science Center pass for next year.
 - Approved the purchase of a new DVD shelf unit.
 - Approved the sponsorship of Binge Boxes (special theme collections of movies and other materials) for circulation to patrons.
 - Approved the donation of \$100 toward snacks for the Teen Night and \$100 for snacks for the after-school program.
 - Agreed to register the new Little Free Library on the national listing.
 - Approved officers for the year: Adam DiFilippe, President; Steve Orlich, Vice President; Lisa Rollins, Treasurer; Devin Humphries, Secretary; and David Ruell, Corresponding Secretary.
- Sara and the Trustees discussed recent issues with inappropriate behavior of students during the Teen Night programs and reviewed possible solutions.
- We reviewed the *Weather Closing Policy* and updated it, for approval at the next meeting. Changes include adding social media, library website, and WMUR for notification locations.
- Sara distributed a draft *Debit/Credit Card Policy*, to be reviewed at the next meeting.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses included audios, books, videos, cleaning, electricity, water, sewer, and telephone. Purchase of supplies was partially offset by copier fees. The movie license fee (\$309) for 2020 was paid.
 - Revenue included another restitution payment (\$34.20), \$200 donation from the Friends, and a \$500 gift from the Charlotte Palmer Phillips Foundation.

OLD BUSINESS

Warrant Article 2020 & Historic School Purchase

- We had a lengthy discussion regarding the purchase of the Historic School and other related financial issues.
 - We reviewed the list of relevant building expenses that Regan Pride provided, approximately \$15,000 annually. Expenses include electricity, water, sewer, heat and expenses related to elevator service/inspection and security monitoring.
 - The previous estimate for library furnishing (Tucker Library Interiors) will be updated.
 - Samyn D'Elia Architects is updating a cost estimate for the minor renovations needed for the Historic School.
 - **A motion was made (Ruell) and seconded (Staples) to transfer \$850 from our 2019 general fund balance to the Building Fund Account, which will bring that account to \$5,011.74. The motion was approved unanimously, 3-0.**
- After reviewing the purchase/payment options offered by TCCAP, we determined that Option #3 was the most viable for a proposed 2020 warrant article. The elements of that option include: \$525,000 selling price; 1.5% interest rate; 120-month term; \$4,714.05 monthly payment (\$56,568.60 annual equivalent); with no balloon payment.
 - Mardean will draft the letter to the BOS outlining this preferred option, with the addition of \$100,000 for renovation and furnishing, and utilizing \$95,000 from our capital reserve fund and \$5,000 from our Building Fund account. The letter will also include the request to meet with the BOS, to determine whether the warrant article will be by petition or submitted by the BOS and to draft the appropriate legal wording for the warrant article.

Technology Plan

- We reviewed the first draft of the *Library Technology Plan*, with a variety of suggested additions, formatting, and wording. We will review the draft further.

Scribner Letter re: User Fee

- After discussing the November 3, 2019, letter from the Scribner Trustees requesting us to pay an annual \$10,000 user fee for use of the building, the Library Trustees decided that our response to them would be a refusal to pay the fee. Alice will draft our response to the Scribner Trustees.

NEXT MEETING

- **December 19, 2019 – Library Trustees Meeting -- 6:00 pm, Ashland Town Library.**

The meeting was adjourned at 8:10 pm.

Minutes submitted by Mardean Badger