

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

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

The meeting was called to order at 6:00 pm.

**APPROVAL OF MINUTES**

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of November 19, 2019. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Christmas Night in Ashland was successful again, with over 100 photos taken with Santa.

**TREASURER'S REPORT**

- The Trustees reviewed expenses and income, and approved the current financial report and reconciliation statements.
  - Expenses this past period included videos, books (annual \$897 Junior Library Guild subscription), supplies, telephone, electricity, water, sewer and cleaning.
  - A transfer of \$850 was made to the Library Building Fund (approved at the 11/19/2019 meeting).
  - The balances in the general checking account and in the wages account are sufficient for any end-of-year obligations.
- **A motion was made (Ruell) and seconded (Staples) for David to submit the request to the BOS for \$4,000 as the January (first quarter 2020) payment from the town to the library. The motion was approved unanimously, 3-0.**

**OLD BUSINESS**

**Audit**

- The Trustees will review the questionnaire requested by the auditors and submit the completed form to the Town Manager.

**Annual Report**

- The Library Director and the Trustees will begin working on the 2019 Annual Report.

**2020 Warrant Articles**

- The Trustees reviewed the suggested wording received from the Town Manager for the warrant article for the purchase of the Historic School. The wording also needs to include the usage of \$5,000 from the Library's building fund. The final sentence should read *"Ninety-Five Thousand Dollars (\$95,000) will be withdrawn from the Ashland Library Building Capital Reserve fund and Five Thousand Dollars (\$5,000) will be withdrawn from the Ashland Town Library Building Fund for that purpose."*

- Mardean will send the correction to Charlie and will also inquire about legal review of the wording, scheduling of the bond hearing, and whether the BOS will submit the article or the Library will do it by petition.
- An article for addition to the capital reserve fund will also be on the warrant.

### Historic School Expenses

- Sara has received an updated quote from Tucker Library for the shelving and furnishing of the library. The new quote is \$71,967.84, which is only a slight increase from the previous estimate more than five years ago.
- There is no response yet from Samyn-d'Elia regarding the estimated cost of the minor renovations needed, i.e. the entry/circulation area and the children's room. Alice will check on that.

### Technology Plan

- The recent changes in the draft plan and the updated inventory were reviewed, with further review of the section "Current State of Technology" to be completed. The policy will be approved at the next meeting.

### Weather and Emergency Closing Policy

- **A motion was made (Badger) and seconded (Staples) to approve the updated 'Weather and Emergency Closing Policy.' The motion was approved unanimously, 3-0.**

### Credit/Debit Card Policy

- The draft of the policy was reviewed. After discussion, the minimum to use a debit/credit card was set at \$5.00 and a few minor wording changes were made.
- **A motion was made (Staples) and seconded (Badger) to approve the new 'Credit/Debit Card Policy.' The motion was approved unanimously, 3-0.**

## NEW BUSINESS

### 2019 Budget End-of-Year Uses

- The Trustees and Director discussed the end-of year balances in the general library account and other special accounts.
  - **A motion was made (Ruell) and seconded (Staples) to (a) transfer \$1,000 from the checking account to the Library Building Fund, and (b) transfer \$1,000 from the checking account to the Technology (Computer) Fund. The motion was approved unanimously, 3-0.**
  - **A motion was made (Staples) and seconded (Ruell) to purchase a new multifunction printer/copier, approximate cost \$400 plus cost of consumables, to be paid from the Technology (Computer) Fund. The motion was approved unanimously, 3-0.**

### Survey Report from PSU Class

- We reviewed the final report of the survey prepared by the PSU marketing class. Their final report listed all responses from 52 completed surveys and provided analysis and recommendations.
- Sara has some paper responses that were not included in the PSU class. It was also noted that the open survey period was relatively short, due to the PSU course schedule.
- We discussed running the survey again by setting up a Survey Monkey site with the same questions, probably sometime after the Town Meeting and with increased publicity.

### Letter from the Charitable Trusts

- A letter (dated December 16, 2019) from Thomas J. Donovan, Director of Charitable Trusts, addressed three issues:
  1. Compensation of the Scribner Trustees is allowable, but it was recommended that the reasonableness of the compensation be considered in light of “. . . *the complexity of the work, the time involved, and the value of the trust assets.*”
  2. “*While I am not qualified to comment on the specific investments selected, the trustees’ 2019 investment policy (growth with income) is appropriate for a trust with an indefinite time horizon.*”
  3. The third issue related to the Scribner Trustees’ decision to charge an annual \$10,000 fee to the Library Trustees. “. . . *There is no easy resolution to this third inquiry. . . It makes sense for the Scribner trustees, the Library trustees and the Select Board to discuss a resolution to this problem. Part of the discussion should consider whether the Scribner trust can still fulfill its original purpose, and if not, what its any purpose should it have going forward. Should the parties reach agreement, another trip to the court may be in order.*”

### OTHER BUSINESS

#### Library Income from Other Sources

- We reviewed the memo to the Budget Committee regarding library income from other sources for 2019. We discussed preparing a general (and brief) explanation of those sources and their relation to public library related RSAs.

### NEXT MEETING

- Prior to setting the next meeting date(s), the Board reviewed the timelines for noticing and holding of budget and bond hearings, and deadlines for submission of petitioned warrant articles.
  - **January 2, 2020 (Thursday) – Tentative Meeting for Petition Article Preparation (if necessary) – 6:00 pm, Ashland Town Library.**
  - **January 9, 2020 (Thursday) – Preparation for Budget/Bond Hearings – 6:00 pm, Ashland Town Library.**

The meeting was adjourned at 7:57 pm.

*Minutes submitted by Mardean Badger*