

**Ashland Town Library
Minutes of Library Trustees Meeting
February 11, 2020**

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

The meeting was called to order at 6:03pm.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of January 9, 2020. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The February calendar has been distributed and posted on the library's website, including vacation week activities.
- A carpet representative visited and wanted to give a demonstration and carpet cleaning estimate. The estimate was not a reasonable cost to pursue.
- The library staff has been doing extensive weeding of the collection, especially concentrating on the children's collection.
- The library experienced a period of internet failure. Eventually, Spectrum replaced the modem, which solved the issue.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - The first quarter library budget installment from the town has been received. Additional income included a transfer from Donations and another restitution payment.
 - Expenses included books, videos, subscriptions, electronic resources (encyclopedia), supplies, water, electric, telephone and cleaning.

2020 WARRANT & HISTORIC SCHOOL

- Quantities and locations of signs for the bond issue vote and the open houses were discussed. The Donations account balance is about \$8,000, including a rent donation made by a resident for signs.
 - **A motion was made (Badger) and seconded (Staples) to use the Donations account to pay for any additional signs needed. The motion was approved unanimously, 3-0.**
- The printing and postage for the mailing explaining the bond issue and the Historic School benefits were also discussed. Assistance from TCCAP for the mailing will be explored. Information about voting should also be included in the brochure. The brochure should be ready by the last week of February and mailed during the first week of March.
- Letters to the editor will be written to be submitted to the local newspapers, one for the Historic School bond issue and one for David's candidacy for the Library Trustee position.
- Tentative dates for the open houses at the Historic School were discussed – March 4 (Wednesday) from 5pm to 7pm, and March 7 (Saturday) from 11am to 1pm, with a possible alternate of February 26.

NEXT MEETING

- March 24, 6pm, Library Trustees Meeting.

The meeting was adjourned at 7:44pm.

Minutes submitted by Mardean Badger