

**Ashland Town Library
Minutes of Library Trustees Meeting
March 26, 2020**

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

The meeting was called to order at 2:00 pm by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of February 11, 2020, and March 16, 2020. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara shared a letter from Michael York, State Librarian, urging libraries to reconsider practices that might put patrons in danger, including curb-side deliveries of materials. Also shared was a map that showed levels of service (from open, to limited services, to closed) for each library in the state.
- There have been discussions on the Library listserv and Library Trustees listserv regarding closing book drops, stopping distribution of items, library employees' illnesses, etc.
- During closure, library staff has been cleaning, cataloging books that are upstairs, sorting donations, stocking the Little Free Library, and providing free books and movies on the porch.
- The Library Director related a recent accusation targeting a library employee by a town employee.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
 - Expenses included books, videos, subscriptions, supplies, telephone, water, electric, sewer, cleaning, wall charger.
 - Expenses for the Historic School bond campaign were covered by the Donations fund, including signs, postage and printing costs.
 - Income included an increase of \$2,200 for the Building Fund.

OLD BUSINESS

- **Technology Plan** – A motion was made (Badger) and seconded (Staples) to approve the Ashland Town Library Technology Plan. The motion was approved unanimously, 3-0.
- **Income from Other Sources** – Sara will work on a brief description of each source of income that the Library receives. The list will include noting how each fund is authorized and how each fund may or may not be used.

NEW BUSINESS

- **COVID-19 Update** – By consensus, the Library Trustees and Director affirmed ceasing the physical exchange of items between staff and patrons, for the protection of all. A notice will be posted on the town and library websites indicating that materials will not be available for check-out; the book drop will be closed; and donations will not be accepted. Patrons will be encouraged to use the on-line resources available from the library. All items currently checked out will be renewed until two weeks after the library has re-opened. Staff is still

available by phone and email to answer questions. Updates will be posted as needed on the websites.

- **Scribner fee** – The Library has not received any invoice from the Scribner Trustees regarding a user fee. The library trustees previously expressed that they would not pay the fee if invoiced. No action needs to be taken at this time.
- **Policy Updates** – We will resume reviewing library policies for necessary updates. The employee policy handbook is available. Sara will recommend which policies need to be addressed next.
- **Default Budget 2020** – We reviewed the changes in the 2020 budget resulting from the voters' approval of a default budget.
 - The largest impact is on the wages for library staff. Our original budget had proposed a \$1/hour increase for each employee. In addition to any raise, the budget must allow reimbursement of unused vacation time, which is approximately \$1667.
 - After discussion, **a motion was made (Ruell) and seconded (Staples) to approve a \$0.25/hour increase for each staff member, to be effective April 5. The motion was approved unanimously, 3-0.** Sara will prepare the paperwork notification for the Town Finance Officer.
 - Other expenses from the original proposed budget will either be absorbed within the default budget, be covered by funds from other library accounts, or be re-examined.
 - Another major impact of the default budget is in the Electronic Resources line, which was to include Downloadable books fee (\$560), online encyclopedia (\$392), and new genealogy research software (\$100).
 - **A motion was made (Badger) and seconded (Staples) to pay for the online encyclopedia from the Donations account. The motion passed unanimously, 3-0.** David will make the account transfer.
 - **A motion was made (Ruell) and seconded (Badger) to pay for a new genealogy resource (approximately \$100) from the Patron Fees line. The motion was passed unanimously, 3-0.** Sara will review the options available through the State Library and make the most appropriate selection (hopefully with at-home access).
 - The movie license fee (\$300) for 2020 was paid out of the 2019 budget. When the 2021 fee becomes due in 2020, we will determine at that point whether it will come from a default budget line or another fund source.

OTHER BUSINESS

- **Web page usage** – Within the last 30 days, the library website has had over 585 views, which represents a 12% increase from the previous period.
- **Publicity** -- We discussed increasing our promotion of our online services. The library webpage, the town webpage, newspaper columns, flyers, etc. will be used.

NEXT MEETING

- **April 16, 2020, at 2:00 pm – Library Trustees.**
 - This meeting will be set up and hosted through Zoom online access.

The meeting was adjourned at 3:52 pm.

Minutes submitted by Mardean Badger