

**Ashland Town Library  
Minutes of Library Trustees Meeting  
June 24, 2020**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

**Others Present: Sara Weinberg, Library Director**

The meeting was called to order at 1:00 pm, via a virtual Zoom meeting.

**APPROVAL OF MINUTES**

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of May 20, May 25 and June 10, 2020. The motion was approved unanimously by a roll call vote, 3-0.**

**DIRECTOR'S REPORT**

- Sara reviewed some statistics of the first few days of our pick-up service. Statistics included numbers of requests received (via telephone, email and catalog), number of materials returned, number of pickups, time of last pickup, and number of new library cards issued.
- A new tab has been added to the website, featuring a slide show of new items. A newsletter is also in preparation.
- Sara proposed installing a *Story Walk*, featuring the children's picture book *Cat's Colors* by Airlie Anderson. During this Covid-19 period, *Curious City* (<https://www.curiouscitydpw.com>) is waiving the license fee; it typically charges a license fee of around \$300. Pages from the children's storybook are arranged on a series of signs and placed along a trail for families to read as they walk. Sara has checked with JD Design & Print, who quoted a price of \$165 to print the 15 pages of the storybook on signs, which will be displayed on the back lawn for July and August.
  - **A motion was made (Ruell) and seconded (Staples) to approve the expenditure of \$165 for the story walk signs. The motion was approved unanimously by a roll call vote, 3-0.**
- The Friends of the Library will be meeting soon to decide whether they will hold the previously-scheduled book sale on July 11, Many other libraries are cancelling their book sales due to Covid-19 issues.
- The library keys have not been changed yet. Alice will send an email to Amanda Loud of the Scribner Trustees to inquire about the timing.
- The library staff is working on creating craft kits (using available supplies and children' books) to loan to families.

**TREASURER'S REPORT**

- We reviewed recent expenses and income.
  - Recent expenses have primarily been utilities (water, sewer, electricity, telephone). The water bill has decreased to a more typical amount, down from a previous extraordinarily high charge (which may have been due to a stuck toilet).

**OLD BUSINESS**

**Library Income from Other Sources**

- A list of other income sources and their purposes will be compiled before the Budget Committee begins meeting again.

**NEW BUSINESS**

### **Super Safe**

- A Super Safe has been proposed for purchase to provide a secure key safe for emergency personnel.

### **Mission Statement**

- We briefly reviewed the current Mission Statement of the library. We may consider revising or updating it.

### **Library Trusts**

- We discussed the library trusts that are in the custody of the Town Trustees, including the purposes, amounts, and past and future disbursement of the funds. We decided that some questions might be best addressed by communicating with Tom Donovan, Director, Charitable Trusts Unit, Office of Attorney General. Questions include what information does the DOJ have about our specific trusts, what are the laws for managing the trusts, how must the funds be disbursed, what options do we have going forward for managing or discontinuing the trusts?

### **Future of the Building**

- We had a lengthy discussion regarding the current status of the library building and future use of the building. The review of the building that was done by the Building Inspector provided only basic status of interior conditions without any recommendation for repairs or evaluation of the structural integrity of the building.
- It is clear to us that simply upgrading the current building will not meet the amount of space or appropriate space that we need for current materials and programs, nor will it enable us to satisfy future growth in materials and programs.
- We determined that we need a professional evaluation of the condition of the building and estimates of costs to upgrade the building (from basic repairs to major renovations, including foundation, HVAC, elevator, life safety, etc.).
- Other options we need to consider include (1) adding to the current building to provide a modern library along with renovation of the current building for supplementary uses; or (2) building a new library on the current lot and razing the current building either before or after new construction.

### **Correspondence with Scribner Trustees**

- Items to be communicated to the Scribner Trustees:
  - What is the timeline for changing the locks and distributing new keys?
  - Can we have a key to the basement?
  - We all need to be conscious of who, when and why people are in the building.
    - During library pick-up hours, only library staff should be in the building.
    - Workmen should not be in the building (with or without masks) while library staff is present.
    - Upstairs is only accessible to Scribner Trustees, Town Trustees or Library Trustees.

### **NEXT MEETING**

- July 21, 2020 – Library Trustees Meeting – 6:30pm, via Zoom

The meeting was adjourned at 2:52 pm.

*Minutes submitted by Mardean Badger*