

**Ashland Town Library
Minutes of Library Trustees Meeting
August 18, 2020**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director; Kathleen DeWolfe

The meeting was called to order at 6:30 PM via a Zoom virtual meeting.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of July 21, August 6, and August 10, 2020. The motion was approved unanimously, 3-0, by a roll call vote.**

DIRECTOR'S REPORT

- The State Library's interlibrary loan program may be open for requests within a few weeks. They are currently returning materials that have been held from the start of the COVID-19 pandemic.
- Sara has followed up (by phone and letter) with patrons who still have materials checked out. Materials are being returned.
- Sara has reached out to other libraries for ideas for celebrating our library's 150th birthday next year. Suggestions included cake, music, author event, and speaker about the library's history.
- Sara is considering the purchase of 1 or more Samsung Chromebooks for patrons to check out or use in the library. The prices are fluctuating, recently ranging from about \$259 to \$295. The consensus of the Trustees was in favor of this.
- Sara is purchasing a Rubbermaid-style trash shed to put at the back end of the rear ramp. The shed has doors on the front and top that will secure two trash cans. We need to move the trash cans off the back porch in order to provide sufficient space for the pick-up and return of library materials by patrons. Sara will notify DPW when the shed is ordered. **A motion was made (Badger) and seconded (Staples) to approve the purchase of the trash shed, for approximately \$200-\$300, to be taken from the Equipment line. The motion was approved unanimously, 3-0, by a roll call vote.**
- Sara also recommended purchasing file cabinets to store records that are currently in boxes in the upstairs office. It may take about 3 or 4 file cabinets, which will be purchased gradually. The Trustees were also in agreement with this plan.
- A Plexiglas shield will be installed around the top of the circulation desk for protection of staff and patrons. Sara has contacted a New Hampshire company which can custom-make the shield to fit our custom-made circulation desk. **A motion was made (Staples) and seconded (Badger) to approve the purchase of the shield, for approximately \$500 which will include hardware and installation, to be taken from the Miscellaneous line. The motion was approved unanimously, 3-0, by a roll call vote.**
- A second staff work station will be created in the reference room, with a small desk, chair, computer and file cabinet. This will provide a safe, socially-distanced work station for a staff member. (Note that 2 staff working at the circulation desk, as we have always had, does not allow appropriate socially-distanced work space.) We will need to move the

large table out of that room and make some other adjustments in arrangement of furniture. **A motion was made (Badger) and seconded (Staples) to approve the purchase of materials needed for making the small desk. The motion was approved unanimously, 3-0, by a roll call vote.**

- We will collect information of past and present purchases that might be refundable through the CARES Act, for expenses related to providing a safe environment for our staff and patrons (e.g., gloves, sanitizer, masks) and for providing services to patrons while the library is closed for public use (e.g., Chromebooks, trash shed, Plexiglas shield, extra staff workstation). We will check with the town's finance officer for further information on eligibility of any expenses.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report.
 - Expenses included books, videos, magazine subscription, utilities. Income included refunds from Amazon and Home Depot.
- With approximately 2/3 of the budget year elapsed, we have spent about 51% of our budget and about 53% of our wages accounts.
- Sara is completing our explanation of income sources, and adding NH RSA references to relevant categories of income. David will assist in verifying the dates of our warrant approvals of RSA-related categories.

NEW BUSINESS

2021 Budget Preparation

- We reviewed the general expense lines of our current (2020) budget and set preliminary 2021 budget requests for those lines.
- Review of proposed (2021) wages, FICA and Medicare lines still need to be discussed after we review this year's wage rates.

NEXT MEETINGS

Library Trustees [subject to change]

- **August 25, at 6:30 PM – Library Trustees Meeting via Zoom – continued discussion of building.**
- **September 22, at 6:30 PM – Library Trustees Meeting via Zoom – regular monthly meeting.**

Scribner Trustees [subject to change]

- **September 14, at 5:30 PM – via Zoom**
- **October 12, at 5:30 PM – via Zoom**

Board of Selectmen [subject to change]

- **September 14, at 5:30 PM – via Zoom**
- **September 21, at 5:30 PM – via Zoom**

The meeting was adjourned at 8:21 PM.

Minutes submitted by Mardean Badger