

**Ashland Town Library
Minutes of Library Trustees Meeting
September 29, 2020**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

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

Capital Reserve Warrant Article

- **A motion was made (Ruell) and seconded (Staples) to write a letter to the Board of Selectmen requesting that they place an article on the 2021 warrant to add \$25,000 to the Ashland Library Building Capital Reserve Fund, established in 2015, “for the purpose of purchasing, building and/or renovating a facility (including furnishing and equipment) for the Ashland Town Library”.** The motion was approved unanimously, 3-0, by a roll call vote. David will compose and send the letter.

Building Design Assistance

- Ward D’Elia of Samyn-D’Elia Architects will work with us in developing a vision for the Ashland Town Library, including the existing building and consideration of additional space. Further evaluation of needs and discussion will be scheduled, and various documents will be shared.
- Staff and trustees are beginning to discuss specific areas that are needed, how the areas will serve patrons, and how each area relates to other areas. We are also discussing how the existing building might be best used in an overall plan.
- The need for an updated plot plan survey was also discussed. The property file at the Town Office will be reviewed and Tony Randall will be contacted to investigate whether such a survey exists.

Scribner Trustees, Trust Fund and Building Maintenance

- Discussion is continuing with the Scribner Trustees regarding recommendations for disbanding the Scribner Trustees’ board, the future of the trust fund, and the Library Trustees’ responsibility for the building. The Library Trustees will be meeting with the Scribner Trustees on October 12, in addition to another date to be arranged. A joint proposal will be presented to the Board of Selectmen on October 19.
- The Library Trustees have included funds in their 2021 budget request for the fuel, fire alarm system services, and an amount for ongoing general maintenance. The Trustees will meet with the BOS on October 1 for the first review of the library budget.
- Some general building maintenance and repair issues that might need to be addressed during 2021 include: replacement of the front storm door, stabilizing the windows in the children’s room, filling gaps in the foundation, bathroom handicap features, walkway railing, and ramp repairs.

The meeting was adjourned at 7:36 PM.

Minutes submitted by Mardean Badger