

**Ashland Town Library  
Minutes of Library Trustees Meeting  
October 28, 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 Zoom virtual meeting.

**APPROVAL OF MINUTES**

- A motion was made (Ruell) and seconded (Staples) to approve the minutes of September 22, September 29, October 1, October 9, and October 12, 2020. The motion was approved unanimously, 3-0, by a roll call vote.

**DIRECTOR'S REPORT**

- The Plexiglas shield is being installed today at the circulation desk.
- This year's school Halloween parade through town was not held. The library, however, donated 175 Halloween bookmarks to the school for their in-house Halloween activity.
- Air purifiers have been purchased and are placed in the children's room, the circulation area, the movie area, in the book stacks area and in the back room. They are quiet and compact.

**TREASURER'S REPORT**

- We reviewed the latest report of expenditures and income.
- Income included three restitution payments, copy fees, lost book fees, patron fees, etc. The fourth quarter town appropriation has not been received yet, but will be on the next manifest.
- Expenditures included such items as audios, books, magazine subscription, supplies, water, sewer, electric, stamps, Downloadable Books fee for 2020, air purifiers, Weebly web account, and debit card reimbursements.

**OLD BUSINESS**

**Library Income from Other Sources**

- The document is ready for sharing with the Budget Committee when we meet with them regarding the library budget.
- We will also provide copies for the Town Manager and the Board of Selectmen.
- It was suggested to create a report of our income for this year.

**2021 Budget – COVID-19 Expenses – Maintenance Expenses**

- We have turned in our COVID-19 related expenses to the town's finance officer for reimbursement. We do not know when the reimbursements will be made.
- Alice attended a webinar through the State Library, and they recommended that libraries maintain an ongoing list of library budgets and library activities have been affected by the COVID-19 pandemic.
- We do not know whether the fuel tank has been equipped with a "whistle" on the fill pipe. The tank cannot be filled until the "whistle" is installed.
- We are compiling a list of general building maintenance issues that might be addressed next year.

**2020 Budget Review**

- David reviewed the status of each line in our General Expenses category. Some are currently underspent, while some lines are overspent – the pandemic is having varied effects on library expenditures. Some items of note are:
  - Cleaning fee by Joyce Janitorial is increasing on November 2, from \$56 weekly to a new rate of \$72 weekly. The increase is due to a longer time needed for thorough cleaning, increased labor costs, scarcity of supplies and 15-20% increase in supply costs (retail, rather than wholesale prices). This will also impact our cleaning estimate in the 2021 budget (\$2900 requested vs. \$3744 needed).
  - While wages are currently underspent due to decreased hours, there will be a gradual increase in hours between now and the end of the year.
  - We need to set aside or encumber the cost of reimbursing unused vacation time, which would be from the wages category.
  - We have not had our usual selection of summer programs, and it is likely that we may not have face-to-face programs in the coming year. We will explore other creative ways of providing public programs. We are currently making craft kits for patrons, using some of our available supplies, which we will have to replenish.
  - New books are being ordered, although some pre-ordered new titles are having their release dates delayed.
  - New videos are not being released, but we will likely overspend the magazine subscriptions line.

### **Re-Opening Plan**

- Sara presented a draft of our next stage of re-opening – “Visiting the Library by Appointment” which will start in early November. The appointment visits will be scheduled for Tuesdays, from 2 to 5. The 15-minute slots will be available for browsing the shelves, checking out materials, computer use, printing, faxing, and copying. The pick-up service will still be available on Monday and Thursday, from 2 to 5. Information on the appointment procedures will be shared on the library website, in the newspaper and on the library’s Facebook page. Patrons will be expected to observe safe health practices.

### **Design Planning**

- Alice is in contact with Ward D’Elia regarding assistance in preparing some design concepts for library expansion. We anticipate having a formal agreement in the near future for assistance.
- Mardean will contact Tony Randall for information about surveying the library lot in the future.

### **Thank You Letter**

- Alice will compose a thank you letter for a community member who has provided valuable services to the library, including mowing, snow removal, weather protection on the back porch, etc.

### **NEXT MEETING**

- November 24, 2020, at 6:00 PM – Library Trustees Meeting (via Zoom)

The meeting was adjourned at 2:45 PM.

*Minutes submitted by Mardean Badger*