

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

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

The meeting was called to order at 6:08 PM via a Zoom virtual meeting.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of November 5, 2020. The motion was approved unanimously by a roll call vote, 3-0.**

DIRECTOR'S REPORT

- Craft kits have been very popular with our patrons. Craft supplies have been moved out of the kitchen to a closet in the large upstairs room.
- A portion of plaster or sheetrock has dropped from the ceiling in the craft supply closet. The piece might have been dislodged during the roofing work and, while it does not appear to be a serious issue, we will keep an eye on it.
- Rebecca Rule has contacted the library to request help in identifying Ashland residents who might have some interesting local lore to share for a NH PBS segment of "Our Hometown." We will put out an inquiry on the Library's Facebook page and David will share information in the local newspaper.
- On the last 3 Tuesdays, we have had 2, 2 and 4 patrons respectively for our "visits by appointment." Most of the appointment visits involved services which also could have been satisfied by our "pick-up" services.
- The state interlibrary loan services are still operating even though many libraries have again closed for in-person visits. Books which are loaned out to other libraries must be "quarantined" after being taken off our shelves and before they are shipped out.
- Our new schedule beginning in December will be for "pick-up" only – Monday, Tuesday, Thursday and Friday from 1 to 5 PM; and Saturday from 10 to noon. This will provide 18 hours of service per week.

TREASURER'S REPORT

- We reviewed the latest report of expenses and income.
 - Income included the 4th quarter town appropriation.
 - Expenses included books, magazine subscriptions, general supplies, COVID-19 supplies, cleaning (2), electricity, water, sewer, phone, mileage, etc.
 - Additional expenditures included the Plexiglas guard surrounding the circulation desk and door mats.
 - We also paid 2 fire alarm phone-line bills (\$88.60) and the fuel bill (\$1914.37, full tank) which have previously been covered by the Scribner Trust.
- The Trustees agreed to transfer \$975 from our appropriation to the dedicated Computer Technology Fund.
- We discussed proposed uses of the Computer Technology Fund.

- Sara noted that patrons’ computer usage in the library has changed over the last few years. They are less likely to use the computer stations, and are more likely to be using their own portable devices, e.g., laptop, tablet, phone, etc. Patrons are also interested in borrowing smaller devices.
- Sara is also concerned that both library management usage and patron internet access are handled by a single network, which is not an advisable security set-up.
- Sara will explore the cost of improvements, service and hardware, including:
 - Purchase of Chromebooks, to provide more portable technology for patrons (in-house and/or loan)
 - Upgrading the level of Internet access and providing two separate networks (staff usage and patron usage)

OLD BUSINESS

COVID-19 Expenses

- We have received \$1,352.81 reimbursement for COVID-related expenses. An additional \$1,732.27 in pandemic-related expenses has been submitted, but it is unclear if or when that might be reimbursed. Additional reimbursements will be dependent on level of state and federal funding. We will continue to have some expenses, especially for gloves, masks, disinfecting supplies, and filter replacements.

Maintenance Issues

- We discussed some maintenance expenses that might be needed over this next year.
 - Because of the coming winter, we will consider addressing the storm door in the front – reframing the opening may allow the door to fit properly and eliminate the gap at the bottom. We will also look into placing some insulation behind the kitchen sink pipes to prevent freezing.
 - We will also review the list of maintenance issues that we shared with the Scribner Trustees in May 2020.

Design Planning

- There does not appear to be a recent professional survey of the library lot. Tony Randall estimated the cost of a survey at about \$2,500 to \$3,000, but noted that he is 3 to 4 months out for scheduling. As we begin looking at expansion ideas, we will contact him again.
- We are still awaiting further communication from Ward D’Elia regarding assistance with design planning.

NEW BUSINESS

Scribner Dissolution

- Walter Mitchell, town attorney, has prepared a document *“State of New Hampshire In Re: The Emma H. Scribner Trust, Nonjudicial Settlement Agreement Pursuant to RSA 564-B:1-111,”* which transfers the Emma H. Scribner Trust to a charitable trust known as the “Scribner Building and Park Trust,” enables expenditure of both the principal and income, grants the Library Trustees authority to make decisions on the expenditures of

the trust, and confirms that the administration and investment of the trust monies is the responsibility of the Town's Trustees of Trust Funds. The agreement is between the Ashland Board of Selectmen, the Library Trustees, the Scribner Trustees, and the NH Director of Charitable Trusts.

- **A motion was made (Staples) and seconded (Badger) that the Ashland Town Library Board of Trustees approve the “State of New Hampshire In Re: The Emma H. Scribner Trust, Nonjudicial Settlement Agreement Pursuant to RSA 564-B:1-111.” The motion was approved unanimously by roll call vote, 3-0.**
- **These minutes indicating the approval of the document will be forwarded to the Board of Selectmen and will be referenced at a public meeting with the BOS to be scheduled. The Library Trustees will also sign the agreement indicating approval.**
- As part of this process, Walter Mitchell, town attorney, indicated that two warrant articles will be placed on the 2021 ballot. One warrant will ask the voters to approve creation of the “Scribner Building and Park Trust Fund” and to approve the transfer of the Emma H. Scribner Trust holdings into the new trust fund. A second warrant article will authorize the BOS to accept trust gifts, etc. pursuant to RSA 31:19.
- The Library Trustees will forward an additional question to the town attorney: Since the entity known as the “Scribner Trustees” (comprised of the three elected Town Trustees, plus two additional appointed trustees) was created by approved 1937 Warrant Article #17, does that entity also need to be dissolved by the voters? [From the approved article: “. . . said Board of Trustees to consist of the three trustees of town funds who shall serve *ex-officio* and two other members to be appointed by the selectmen . . . “]

Financial Statements

- Since we have been meeting virtually since March, we have reviewed all monthly financial statements, but have not physically signed them. We will sign all the statements when the year-end report is completed.

Transfer of Scribner Accounts

- We are beginning to cover expenses previously covered by the Scribner Trust fund (fire alarm service, fire alarm dedicated phone line, fuel) as the bills are forwarded to us by the Scribner Trustees (as voted, November 5, 2020 minutes). Even though we are paying those expenses, we decided not to pursue changing the official account holder name until we are sure that the dissolution of the Scribner Trustees is approved by the voters in March.

Changing Service Levels

- At the beginning of November, the Library added “library in-person visits by appointment” to our schedule, in addition to our days for “pick-up.” With the rapid increase in COVID-19 cases in the state, many libraries have suspended the “visit by appointment” feature. Cases in Ashland have also increased recently and Sara would also like to temporarily suspend the in-person visits. The Trustees agreed to this temporary change in service level.
- Our new schedule beginning in December will be for “pick-up” only – Monday, Tuesday, Thursday and Friday from 1 to 5 PM; and Saturday from 10 to noon. This will provide 18 hours of service per week.

- **A motion was made (Ruell) and seconded (Staples) to allow the Library Director to make the decision whether to be open or closed to public in-person visits as health conditions dictate. The motion was approved unanimously by roll call vote, 3-0.**
- As a result of the discussion, we determined that we need to create a “*pandemic policy*” and a broader “*emergency management policy*.” Sara will research and draft such plans for our discussion.

Capital Reserve Fund

- The request for a warrant article to add \$25,000 to our *Ashland Library Building Capital Reserve Fund* has been submitted to the Town Manager and the Board of Selectmen.

Warrant Article for Income-Producing Equipment

- *NH RSA 202-A:11-a Use of Additional Funds. – All money received from a library’s income-generating equipment shall be retained by the library in a non-lapsing fund and used for general repairs and upgrading and for the purchase of books, supplies and income-generating equipment if approved by the town or city in which the library is located in accordance with RSA 202-A:11-b.*
- Because we cannot find documentation that the town ever approved this, we will request the BOS to submit the appropriate wording as a 2021 warrant article. Mardean will write the memo to the BOS.
- **A motion was made (Ruell) and seconded (Badger) to request that the BOS place this item on the 2021 warrant, with the language prescribed by the RSA and with the required public hearing. The motion was approved unanimously by roll call vote, 3-0.**

Vacation Accrual

- We discussed the recent communication with the town finance officer regarding procedure for documenting vacation time accrual by library staff. It was clarified with the finance director that library staff is governed by policies created by the Library Trustees and not by the town employees’ policies.
- Sara noted that the record-keeping that is recorded on the library employees’ pay stubs is now correct.
- It was recommended that library staff members might begin using some of their accrued vacation time.

NEXT MEETING

- December 22, 2020 at 6:00 PM – Library Trustees Regular Meeting
- Other Meetings
 - November 30, 2020 at 5:30 PM – Scribner Trustees Meeting
 - December 7, 202 at 5:30 PM – Board of Selectmen Meeting

The meeting was adjourned at 7:39 PM.

Minutes submitted by Mardean Badger