

**Ashland Town Library
Minutes of Library Trustees Meeting
December 22, 2020**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Staff Present: Sara Weinberg, Library Director

Others Present: Kathleen DeWolfe

The meeting was called to order at 6:00 PM via a Zoom virtual meeting.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Badger) to approve the minutes of November 24, 2020, and December 4, 2020. The motion was approved unanimously by a roll call vote, 3-0.**
- The Library Trustees and the Scribner Trustees attended the Board of Selectmen meeting on December 7, 2020, in reference to the “*State of New Hampshire In Re: The Emma H. Scribner Trust, Nonjudicial Settlement Agreement Pursuant to RSA 564-B:1-111.*” Both the Library and Scribner Trustees had previously approved the Nonjudicial Settlement Agreement. **At the BOS 12/7/20 meeting, the Ashland Board of Selectmen also approved the Nonjudicial Settlement Agreement with a unanimous roll call vote, 5-0. [Reference BOS minutes, 12/7/20]**

DIRECTOR’S REPORT

- Sara is compiling the 2020 statistics for the state report and for the Ashland town report. This year’s statistics will be very different due to the pandemic, with some numbers lower and some considerably higher, especially online usage.
- The inventory is almost complete.
- The library staff is creating more online or virtual programs, including some accompanying craft kits.
- Sara is researching pricing for upgrading our internet service and establishing 2 networks (one for staff and one for patrons). We now have a customer representative to contact at Time Warner.
- The library staff has been rearranging and cleaning the upstairs rooms, including identifying items which need to be discarded (printer, desk) or can be given away.
- Sara has created a “wish list” of building repair or renovation needs, in addition to program and functional needs. Some of the specific items were discussed later in the meeting.
- Interlibrary loan (ILL) has been very active, although less than normal.

TREASURER’S REPORT

- We reviewed the latest report of expenses and income.
 - Expenses included books, videos, supplies, cleaning, utilities, telephone, Ancestry renewal, and transfer of \$975 to the computer fund.

- Income included an anonymous gift for the building fund (\$1,000), and a donation from Alice for Christmas decorations.
- David will complete the 2020 Financial Report for the Town Report in January, after reconciliation of all our accounts.
- 2020 Budget Status Review
 - The extended pandemic has created an unusual end-of-year budget status. Expenses for wages and benefits have been lower than usual, with about 25% of that portion of the 2020 appropriation remaining. Some is being used for compensation for unused vacation time.
 - At the end of the year, we will likely get in excess of \$10,000 from the town as the remaining portion of our appropriation, which will be added to the balance in our checking account.
 - After considerable discussion, we decided to hold off any decisions for usage of the remaining 2020 funds. We will discuss this further after the March voters' approval of the 2021 budget, whether as proposed or default.
- 2021 Budget Proposal
 - The Budget Committee approved the addition of \$800 to the BOS proposed budget for the library.

NEW BUSINESS

Policy Review

- Sara presented two documents relative to pandemic procedures.
 - "*Pandemic Preparedness*" describes internal procedures that will be taken by the Library to ensure a safe environment for the public, such as removal of soft surfaces, providing sanitizing supplies, disinfection of surfaces, etc. This is also appropriate for a cold and flu season.
 - "*Pandemic Policy*" describes procedural decisions such as service restrictions, limited hours of operations, or possible closure of the building that may be necessary in case of a serious infectious disease outbreak. **A motion was made (Badger) and seconded (Staples) to approve the Pandemic Policy as corrected. The motion was approved unanimously by a roll call vote, 3-0.**

OLD BUSINESS

Letter to Editor

- We reviewed Alice's draft of a letter to the editor, acknowledging our library staff for their continued dedication to provide services to our patrons during the pandemic. The letter will be submitted to the *Laconia Daily Sun* and the *Record Enterprise*.

Building Maintenance Needs

- Porch Door – To eliminate the large gap at the bottom of the front 'porch' door, a "quick fix" has been recommended: remove the door, add a board at the top of the doorway and shift the door down within the opening. We will find a local carpenter to make the change. It was also noted that this is only a storm door and should not be used as an exterior door. When the time comes for major renovations, the doorway should be

reframed to meet code, e.g., a wider doorway opening and an exterior door equipped with a push bar.

- Roof – The roofers returned to replace a piece of flashing on the roof edge. The children’s room roof was not done this fall, so we will contact the roofers in the spring to discuss it. We have contact information for the roofing company.
- Bathroom Window – The old shade was removed and replaced with a privacy film to shield from people walking up the ramp.
- Window Treatments – In the spring, we can investigate window treatments for some windows to provide UV protection and prevent fading of books, etc.
- Window Security – Security of children’s room windows needs to be improved.
- Shed – Trash and other items need to be cleaned out. At some point, we might discuss removing it.
- Outside Electric Outlets – The outside outlets are not secured to the building; they hang loose from the electric cable coming out of the basement wall.
- Outside Faucet – The faucet in the front needs to be checked; it’s missing a handle and an icicle is hanging from it.

OTHER BUSINESS

NHLTA listserv – A recent message shared a PowerPoint that discussed the issue of employers requiring employees to get the vaccine. It was recommended to check with an attorney. We will watch for additional information or advice.

Annual Report – Our report should also include how the pandemic has changed our statistics and our provision of services.

Amazon Smiles – A portion of purchase costs can be donated for the Friends of the Library.

Warrant Articles – The Library has submitted 2 articles for the March warrant, one for adding to the building capital reserve and one for RSA approval for income-producing machines.

USDA Rural Development – We will consider this as a source of grants/loans for future library building development. As a small rural community with a low median income, we are eligible for competitive funding.

Library Morale – Kathleen DeWolfe shared positive comments that were shared with her by the library staff. Sara also noted that staff morale is positive and looking forward to future library developments.

NEXT MEETING

- **January 21, 2021 at 6:00 PM – Library Trustees Meeting (virtual Zoom meeting)**

The meeting was adjourned at 7:39 PM.

Minutes submitted by Mardean Badger