

**Ashland Town Library
Minutes of Library Trustees Meeting
January 21, 2021**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Staff Present: Sara Weinberg, Library Director

Others Present: Amanda Loud, Kathleen DeWolfe

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

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of December 22, 2020. The motion was approved unanimously by a roll call vote, 3-0.**

DIRECTOR'S REPORT

- The library staff continues to offer curbside pick-up and continues on re-arranging and cleaning upstairs.
- One staff member will be out for an extended time. Sara will adjust work schedules as needed.

TREASURER'S REPORT

- We reviewed expenses and income, and approved the current financial report and reconciliation statements.
- 2020 End-of-Year
 - The final payment was received from the town for the remainder of the 2020 appropriation. We reviewed the end-of-year report for 2020, which shows a larger surplus than normal due to decreased staff hours, purchases and programs during this pandemic year.
 - Final expenditures included videos, books, newspaper, supplies. The inflatable Santa was paid through donations.
- 2021 New Year
 - Expenditures included audios, books, magazines, cleaning, electricity, telephone, and fire alarm telephone payment. Income included a restitution payment and \$150 in donations.
 - **The Trustees agreed by consensus to delay about 6 weeks before requesting our first installment of the 2021 town appropriation.**
- Amanda Loud has the checkbook for the Scribner checking account and will transfer it to us after the vote on the Scribner fund.

OLD BUSINESS

Policy Review

- There were no policies to review.

Internet Upgrade

- We currently have a free cable internet account (at minimum service level) through an agreement in the last cable contract between the town and the cable franchise. This basic level service does not provide sufficient speed and stability, nor is it sufficient to provide 2 networks, one secure network for staff use and one for public use. Sara spoke with the Spectrum representative regarding our options for upgrading our Internet connections.
 - Upgrade to 200 MB -- \$50/month
 - Upgrade to 600 MB -- \$95/month
 - Upgrade to 1 GB -- \$250/month
 - Lease router from Spectrum -- \$7/month
 - Wireless access point to broadcast to a larger area -- \$45/month
- **A motion was made (Badger) and seconded (Staples) to upgrade our internet service to 200 MB at \$50 per month. The motion was approved unanimously by a roll call vote, 3-0.**
- It was noted that we could upgrade in the future as needed. We will also get more information about routers, and also compare our router with Spectrum's router.

Building Maintenance

- After reviewing our list of building needs from our previous meeting, we decided to prioritize any safety deficiencies and program needs.
- Sara is still looking for someone who can do small jobs, such as re-aligning the front porch door and installing a rain gutter/heating element over the back ramp.

Design Planning Assistance

- Ward D'Elia will meet with us soon to begin our discussion about expanding the library. In the meantime, we will gather any documents that will provide information about the current building and/or our needs.

NEW BUSINESS

Christmas Decorations

- The Christmas lights (10 sets in separate bags) are in the basement and need to be put in a plastic bin for storage. We will need some new sets for next year.
- The inflatable Santa Claus decoration is also in the basement and needs to be repaired before storage. [*“Stitches for Santa” or “Santa Bee”*]
- Mardean will pick up a couple plastic storage bins for the Christmas decorations.

Library Internal Controls

- We have received the annual internal control questionnaire from the Town's auditing firm. David will review the questions and draft the answers.
- We will return to our pre-pandemic financial procedures, including signing monthly financial reports and reconciliations, double signatures on checks, etc.

Warrant Articles, Publicity, and Social Media

- Amanda Loud provided an update from the Town Trustees and Scribner Trustees.

- Walter Durack and David Toth are working on an article (with photo) about the Scribner trust and the Library to submit to the Record Enterprise and Laconia Daily Sun, early in February.
- Amanda Loud wrote to Jeanette Stewart, Chair of the Budget Committee, correcting some of the misstatements that were made about the Library at a recent Budget Committee meeting.
- Amanda noted that the explanation of the change is simply that the Attorney General (Charitable Trusts) has determined that the principal of the original Scribner Trust has been depleted, the original trust will now be dissolved, the remaining funds will be transferred to a new trust, and the principal is allowed to be spent. The Nonjudicial Settlement Agreement, which includes these arrangements, is still aligned with Emma Scribner's will and allows the Library's building and grounds to benefit from Emma Scribner's desire.
- Factual information explaining these changes can be shared through the Library's website and the Library's social media presence.
- The Library Trustees will also submit letters to the newspapers about the upcoming warrant articles and changes.

150th Anniversary

- 2021 is the 150th anniversary of the Ashland Town Library. February 1871 is the first evidence of the town librarian being paid.
- Some suggestions for honoring the Library's anniversary include:
 - Summer-time celebration
 - Feature the "150th Anniversary" tag-line in letters, etc.
 - Fund-raising campaign
 - Updating the Library's written history (David will work on expanding his history)
 - Collecting photographs of the different buildings that have housed the Library
 - "150 Things People Like About Our Library"

NEXT MEETING

- February 23, 2021 – 6:00 PM – Library Trustees Meeting via Zoom

The meeting was adjourned at 8:06 PM.

Minutes submitted by Mardean Badger