

**Ashland Town Library
Minutes of Library Trustees Meeting
February 23, 2021**

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

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

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of January 21, 2021. The motion was approved unanimously by roll call vote, 3-0.**

MEETING WITH BOARD OF SELECTMEN

- The Library Trustees and the Library Director attended the Selectboard meeting, at 3:00 PM on February 15, 2021, for the public hearing for Warrant Article 21: *“Shall we permit the public library to retain all money it receives from its income generating equipment to be used for general repairs and upgrading and for the purchasing of books, supplies and income generating equipment, as per NH RSA 202-A:11-a.”* The purpose of the article was briefly explained. There were no public comments or questions.

DIRECTOR’S REPORT

- After the town-wide power outage on February 9, the library had no heat. Pemi River Fuels was called and it was determined that the batteries in the thermostat had to be replaced. New batteries were installed and dated.
- The Trustees of the Trust Funds have been working with the Charitable Trust office to resolve the access issues to the Ordway-Cheney and Packard trusts. Among other issues, those trusts are not under the town tax ID number (also used by the library) as they should be.
- Some Lakes Region libraries have recently experienced “First Amendment Audits,” in which an individual attempts to record activity, computer screens, conversations, etc. in order to create a confrontation with library staff and patrons.
- Sara noted that spring program planning may still be primarily virtual in most area libraries. The Squam Lakes Science Center is still doing virtual programs.
- Last year’s StoryWalk® may be re-installed or a new one might be considered. Chamberlain Reynolds has installed a new StoryWalk® on their trail. A couple suggestions include – investigate whether libraries can share or exchange StoryWalks®; children could create an illustrated history of our library.

TREASURER’S REPORT

- We reviewed the latest report of expenses and income.
 - Expenses since January 20, 2021, have included books, videos, supplies periodicals, cleaning, telephone, Downloadable Books, World Book, fuel oil, and fire alarm phone line. The fuel is on automatic fill; we may have underestimated the fuel expense.

OLD BUSINESS

Policy Updates – Nothing to consider at this meeting.

Internet Upgrade

- The previously approved (1/21/21) rate for upgrading our Spectrum Internet service was found to be a temporary offer for new customers, which we did not qualify for. The correct rate is \$80/month or \$960/year.
- **A motion was made (Staples) and seconded (Badger) to approve the new rate of \$80/month for upgrade to 200 MB service. The motion passed unanimously by roll call vote, 3 – 0.**
- Senate Bill 85 is proposing a broadband initiative with a grant process. We will follow this for further information.

Building Maintenance

- A bill was received from DMM Roofing for \$120, for replacement of a missing piece of fascia.
- **A motion was made (Badger) and seconded (Staples) to pay the \$120 bill from the checking account. The motion was approved unanimously by roll call vote, 3 – 0.**
- Sara noted that Craig Moore has said that public works may be able to do some small maintenance projects. Sara will speak further with Craig.
- We will delay maintenance on the children's room roof.

Design Planning Assistance

- We reviewed a recent conversation that David had with Ward D'Elia. We discussed arranging a tour of the building for Ward, paying fees for his assistance, and sharing other information with him regarding the building and our needs.
 - Alice and Sara will arrange a time for Ward D'Elia to tour the building.
 - Mardean will contact Tony Randall regarding scheduling a survey of the property.
- We briefly listed some of the areas we need in the library – meeting room, collection shelving, children's room, teen area, special collections, work space for staff, space for patrons to use their own electronic devices. We need to discuss space needs in further detail at a future meeting.

Warrant Articles, Publicity, Social Media

- Alice has prepared a letter about the library-related articles on the Warrant and will send it to the *Laconia Daily Sun* and the *Record Enterprise*. Sara will share excerpts from the letter on social media.

150th Anniversary

- We are considering scheduling the Library's 150th anniversary celebration for the fall and will continue to discuss possible programming. David is updating the library history and history of the Friends of the Library.

NEW BUSINESS

Recording Meetings

- Mardean recommended that the Library Trustees record their Zoom meetings, as other town groups have been doing. Posting the meeting recordings on the town's YouTube channel would provide another way for the Ashland community to become aware of the work of the Trustees. After much discussion about the pros and cons, **a motion was made (Staples) and seconded (Badger) to record and post our Zoom Trustee meetings. The motion passed by a roll vote of 2 Yes (Staples, Badger) to 1 No (Ruell).**

OTHER BUSINESS

- Mardean shared information from a webinar she attended on February 11, "Best Practices in Hiring." Future webinars are "Addressing Employee Performance" (March 11) and "Managing Protected Leave" (April 8).

NEXT MEETING

- March 18, 2021 – Library Trustees Meeting at 6:00 PM (via Zoom).

The meeting was adjourned at 7:40 PM.

Minutes submitted by Mardean Badger