

**Ashland Town Library
Minutes of Library Trustees Meeting
May 20, 2021**

Trustees Present: Alice Staples (arrived 7:04), David Ruell, Mardean Badger, Kathleen DeWolfe (alternate)

Others Present: Sara Weinberg, Director

The meeting was called to order at 6:00 PM by David Ruell via a Zoom virtual meeting. David Ruell appointed Alternate Trustee Kathleen DeWolfe as a voting member in the absence of Alice Staples.

APPROVAL OF MINUTES

- **A MOTION was made (Ruell) and seconded (Badger) to approve the minutes of April 22, 2021. The motion was approved unanimously, 3-0 (Ruell, Badger, DeWolfe).**

DIRECTOR'S REPORT

- Sara met with Bill Powers, IT consultant, to review the library's technology needs, including Chrome Books, laptops, Internet upgrade, router upgrade, WiFi boosters, copier/printer, etc. Mr. Powers will put together a proposal for technology needs.
- Sara proposed opening the library on June 1 to the public without appointments. The staff will still limit the number of occupants (e.g., 5 at a time) and limit the length of visits (e.g., 30 minutes). The hours will remain as they are currently, 1-5 PM on M/T/Th/F and 10-12 on Saturday. The requirement for masks will be continued. July may see a return to more normal hours.
 - The Trustees are in support of the proposed next steps in opening.
- Sara noted some difficulties in providing full staffing, due to staff members' other employment responsibilities and competitive pay. The Trustees agreed that they need to have a discussion regarding staffing and pay issues.
- Some extra coverage is needed for staff vacation days.
- Because the town's 4th of July activities are scheduled for Saturday, July 3, Sara proposed that the Library be closed on July 3. The Trustees were in agreement.
- As the Library opens further, the second floor rooms will be available. Some additional equipment will be needed – air purifiers (about \$279 each) and air conditioners (about \$200 each) especially for the large room and the NH room. Steve Heath will be asked to do a final inspection of the upstairs for occupancy.
 - **A MOTION was made (Ruell) and seconded (DeWolfe) to approve the purchase of 2 air purifiers and 2 air conditioners for upstairs, with funds from the Equipment line of the regular budget. The motion was approved unanimously, 3-0 (Ruell, Badger, DeWolfe).**

TREASURER'S REPORT

- We reviewed the monthly treasurer's financial report of expenses and income. Expenses included audios, books, electric, telephone, cleaning and supplies. The Follett catalog support (\$757) was also paid.

- **A MOTION was made (Badger) and seconded (Ruell) to pay NHLTA membership for the Alternate Trustee. The motion was approved unanimously, 3-0 (Ruell, Badger, DeWolfe).**

OLD BUSINESS

- **Policy Updates**
 - Sara is compiling all the Library's policies into a Google document, which will then be shared with the Trustees for further review and revision.
- **Internet Upgrade**
 - We are still waiting for response from Spectrum, after we approved their internet upgrade proposal. Frequent emails and telephone messages to Spectrum will continue being made.
- **Building and Grounds Maintenance**
 - Old piles of leaves, especially behind the shed, need to be removed. David will start the process. Some of the saplings, other overgrowth and old decorations will also be cleared gradually.
 - The oil stains on the granite steps were discussed. While some of the stains may gradually diminish, David will also contact PemiBaker Memorial for suggestions on removing the oil stains.
 - We will discuss the long-term status of the shed at a future meeting.
 - The hole that appeared in the lawn last year will be checked to see if it needs more fill.
- **Design Planning Assistance**
 - A contract proposal was received from Samyn-D'Elia Architects for consultation on renovation and addition to the Library. The trustees reviewed the contract and the terms.
 - **A MOTION was made (Ruell) and seconded (DeWolfe) to withdraw \$500 from the Library's building fund for the retainer and withdraw \$10,000 from the Library Building Capital Reserve Fund for continuing payment of the contract expenses. The motion was approved unanimously, 3-0 (Ruell, Badger, DeWolfe).**
 - **A MOTION was made (Badger) and seconded (Ruell) to authorize Sara Weinberg, Library Director, to sign the Samyn-D'Elia contract for architectural services for renovation and addition to the Library. The motion was approved unanimously, 3-0 (Ruell, Badger, DeWolfe).**

[Alice Staples arrived, 7:04 PM]

- **150th Library Anniversary**
 - David is continuing his writing for an updated history of the Library.
 - We again discussed September dates for the celebration (Library's birthday party) and will confirm a date at our June meeting.
- **Survey of Property**
 - We will confirm with Tony Randall that contours be included on the final survey, cost about \$500-700 additional.

- **Return to Meeting in Person**
 - We will continue to watch for changes in laws or directives relative to how public body meetings are to be conducted, whether virtually, in person or in a hybrid manner.
 - If meeting off-site, the Water/Sewer conference room will be the most appropriate location. If meeting in person in the library, we can use the large room upstairs, but would have to provide alternate accommodations for those who cannot access the upstairs.
- **Security Cameras**
 - We reviewed the proposal from Mango Security Systems, Inc. for the expansion of our security measures with the addition of 11 new cameras and network video recorder system to the exterior and interior of the library, for a total cost of \$11,394. Four cameras will be located on the exterior of the building and seven cameras will be located upstairs in the rooms and hallway.
 - **A MOTION was made (Staples) and seconded (Badger) to employ Mango Security Systems for installation of security measures as in their May 18, 2021, proposal for the cost of \$11, 394. The motion was approved unanimously, 3-0 (Staples, Ruell, Badger).**
 - **A MOTION was made (Ruell) and seconded (Staples) to withdraw \$11,394 from the Scribner Building and Park Trust Fund for the purpose of paying for the cost of the security system as proposed by Mango Security Systems. The motion was approved unanimously, 3-0 (Staples, Ruell, Badger).**
- **Trustees of the Trust Funds**
 - Alice will prepare the letters to the Trustees of the Trust Funds for (1) the withdrawal of \$10,000 from the Library Building Capital Reserve Fund for the Samyn-D'Elia architectural services and (2) the withdrawal of \$11, 394 from the Scribner Building and Park Trust Fund for expansion of the building security system. Copies of these minutes will accompany the letters.
- **Library Financial Controls**
 - David had prepared a statement of clarification regarding library financial controls to be forwarded to the auditors.
- **ARPA Subgrant**
 - Sara will write the grant for the ARPA (American Rescue Plan Grant) allotment that the Ashland Library will receive (\$2,907). The addition of technology to improve patron access to library services and materials will be the focus of our grant proposal.
- **Technology Plan Review**
 - At our June meeting, we will review the Technology Plan that we created last year. The review discussion will include recommendations from Bill Powers, grant proposals, security upgrades, and other changes.

NEW BUSINESS

- **Department of Labor Safety Audit**
 - The Department of Labor's safety audit (May 20) of Ashland town buildings did not include the library building, because it is not a workplace for town employees.

Library employees are not town employees. We have other sources to provide us with safety suggestions and inspections, including the Fire Chief and Primex.

- **Compliments**
 - Mardean complimented the Library Director and staff for their hard work on the interior changes in the library.
 - David was thanked for his recent information about a storywalk installation in a neighboring town.
- **Library Survey**
 - At our June meeting, we will discuss updating a survey of the townspeople and our patrons for their input into library needs.

NEXT MEETING

- June 17, 2021 – Library Trustees Meeting – 6:00 PM.

The meeting was adjourned at 8:28 PM.

Minutes submitted by Mardean Badger