

**Ashland Town Library  
Minutes of Library Trustees Meeting  
June 14, 2021**

**Trustees Present:** Alice Staples, David Ruell, Mardean Badger  
Kathleen DeWolfe (alternate)  
**Others Present:** Sara Weinberg, Director

The meeting at the Ashland Town Library was called to order at 6:02 by Alice Staples.

**APPROVAL OF MINUTES**

- **A MOTION was made (Ruell) and seconded (Staples) to approve the minutes of May 20, 2021. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- There have been recent alerts regarding groups entering municipal offices and buildings to perform "1<sup>st</sup> Amendment Audits." The trustees and staff discussed the best way to handle such incidents.
- Policies relating to photographing patrons, etc. should be reviewed.
- Book sale donations have not been accepted up to this point, because materials needed to be quarantined, the storage area is full, and boxes are not available. It was also noted that books in poor condition (moldy, musty, smoke-smelling, etc.) are not accepted at any time.
  - Donations still will not be accepted until the Friends group determines when they might schedule a book sale. The Friends also need to determine where books can be stored safely and who will sort the books.
- New window shades have recently been installed on 18 windows in the library. The staff member who purchased the shades will be reimbursed out of the general fund maintenance category.
- The summer reading program has been promoted in various ways, including at the school before the school year ended.
- Library Opening
  - The general mask requirement will be optional beginning July 1, although patrons who have not been vaccinated will be asked to wear masks.
  - The plexiglass barriers at the staff work areas will remain in place.
  - Open hours will begin increasing in September, as staff is available.
- Sara is investigating the addition of a streaming service for documentaries and films, such as *Kanopy*, to the library's technology offerings. Sara is reviewing the pricing structure for this service. Another similar service is *Hoopla*.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - We received \$9605 for the current payment of the town appropriation.
  - Expenses included books, videos, audios, supplies, cleaning, water/sewer, electric, library trustees' dues (NHLTA), domain fee.

- Special purchases included 2 air conditioners, 2 air purifiers, and 2 fans.
- From the Library Building Fund, we paid the initial \$500 fee for architectural planning to Samyn-D'Elia Architects. Checks have also been purchased for the Building Fund account. At our last meeting, we approved a request to withdraw \$10,000 from the Library Building Capital Reserve for continuing building planning fees.
- An updated accounting of payment of wages and benefits is not yet available from the town.

## **OLD BUSINESS**

- **Building & Grounds Maintenance** – Due to today's rain, we did not do a walk around the property as originally planned.
  - The condition of the shed needs to be evaluated and a decision made about its usefulness.
  - We will find someone to clean up brush and saplings around the edge of the property.
  - We discussed planning an annual spring and fall property cleanup.
  - The condition of the lawn is poor, especially in the rear. The front lawn can be watered with hoses and sprinklers. The back lawn has a limited in-ground sprinkler system which has not been used for a couple of years; we can check with Gilford Well about the condition of the system. Fall would be the best time for re-seeding the lawn.
  - A handrail for the basement steps is needed for safety purposes.
- **Policy Updates**
  - Sara and the staff have retyped all the library's policies and shared them with the Trustees in a Google drive. This will facilitate our review process.
- **Internet Upgrade**
  - We have been working with Spectrum since December to upgrade our Internet speed/access. The signed agreement has been returned to Spectrum, but we still have no response from them for installation.
- **Cameras**
  - A date for installation has not been set yet, until we have made the down payment. We discussed payment later in the meeting.
- **150<sup>th</sup> Library Anniversary**
  - We set a tentative date of October 2 for our celebration, approximately 10 AM to 1 PM.
  - Tentative plans could include cider and donuts, music, balloons, raffle, etc. Pond and Peak books were also suggested.
- **ARPA Grant**
  - Sara has submitted the grant for the initial \$2900 entitlement portion, which includes STEM kits for check-out, storage cart and bins, and three 10x10 tents for outdoor programs and activities.
- **Technology Upgrades**
  - New and replacement technology will include, tentatively, 2 staff desktops, a patron desktop, a staff laptop, Chrome Books for patron use in the library.

- Bill Powers will assist us with purchasing, including working through TechSoup, which provides discounted technology pricing for non-profit groups.
- **StoryWalk® Ideas**
  - We discussed gathering book titles which could be used to create interesting “StoryWalk®” installations.
  - David described one installation that he saw and we discussed various ways to display stories, including moveable and permanent display fixtures.

### **NEW BUSINESS**

- **Meeting Room Policy**
  - Our existing “Group Attendance/Meeting Policy” is dated 1/26/2010. An updated and expanded meeting room policy is needed. Policies from other libraries will be reviewed for suggested language.
  - Our upstairs large room will not be made available for public meetings until security cameras are installed and until inspection and maximum capacity determination is completed by the Fire Chief.

### **OTHER BUSINESS**

- **Security Cameras**
  - At our last meeting, we voted to withdraw the \$11,394 for the security cameras from the Scribner fund. After discussion of our current financial status, we determined that the cost of the security cameras could be covered through our general fund.
  - **A MOTION was made (Badger) and seconded (Staples) to take the \$11,394 for the security cameras from our general fund, instead of taking that amount from the Scribner Fund. The motion was approved unanimously, 3-0 (Staples, Ruell, Badger).**
  - Amanda Loud, chair of the Town Trustees, will be contacted to inform her that the Scribner Fund withdrawal of \$11,394 is no longer required.

### **NEXT MEETING**

- July 15, 2021 – Library Trustees Meeting – 6:00 PM at the Ashland Town Library.,

*Minutes submitted by Mardean Badger*