

**Ashland Town Library
Minutes of Library Trustees Meeting
August 5, 2021**

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

The meeting was called to order at 5:28 PM by Alice Staples.

DIRECTOR'S REPORT

- On August 2, a COVID-19 vaccine van visited the Library, from 1 to 5 PM, to offer free vaccines to all. The van was sponsored by NH Division of Public Health Services and Convenient MD. Seven people received the vaccine. The van will return on September 3, from 1 to 5 PM.
- Old equipment and furniture from upstairs and trash from the shed has been removed (Todd Randlett, \$70).
- Mango will begin installation of additional security cameras next week.
- The Ashland Building Inspector will visit next Thursday to review the condition of the building and offer some suggestions for items needing priority attention.

2022 BUDGET PREPARATION

- We did a first run-through of 2022 budget proposals, based on the Director's recommendations, Trustee input, and expenditures to date. The following amounts were tentatively determined:
 - **Audio** -- \$800 – fewer patrons are using this format; downloadable items are the future.
 - **Books** -- \$6,500 – keep the same amount as current year.
 - **Cleaning** -- \$3,750 – Joyce Janitorial, \$72, once per month; suggested that we might investigate estimate from Life Maid Easier, which the town will be using.
 - **Computer/Technology** -- \$1,000 – this is for equipment.
 - **Dues** -- \$185 – 5 memberships to NHLTA; need to check cost of NHLA membership.
 - **Education** -- \$100 – keep the same amount as current year; most of this year's education offerings have been in online webinar format.
 - **Electronic Resources** -- \$1,200 – includes Overdrive for downloadable audiobooks and ebooks, World Book and Heritage Quest.
 - **Equipment** -- \$1,000 – new or replacement equipment as needed, such as furniture (does not include technology equipment, see separate category 'Computer/Technology').
 - **Fire Alarm** -- \$1,000 – includes the monitoring and the dedicated phone line (Consolidated).
 - **Fuel Oil** -- \$3,000 – still an estimate, as previous records from the old Scribner Trustees were spotty; January and April deliveries totaled \$1,883; suggested investigating a budget plan from Pemi River Fuels.

- **Maintenance** -- \$3,000 – for general maintenance items; review our previous list of maintenance and repair items
- **Mileage** -- \$175
- **Postage** -- \$400 – includes post office box (large, about \$250) and postage stamps
- **Programs** -- \$1,000 – expenditures \$902 in 2017, \$1150 in 2018, \$851 in 2019.
- **Subscriptions** -- \$600 – magazines, newspapers
- **Supplies** -- \$1,700 – general supplies
- **Technology Support/Catalog** – discussion resulted in decision to split this into 2 categories, Tech Support and Catalog
- **Technology Support** -- \$700 – general support of technology equipment
- **Catalog** -- \$800 – includes the hosted service of the Follett catalog and the tech support for the catalog
- **Utilities/Telephone/Website/Internet** -- \$2,500 – includes electric, water, sewer, telephone, website fee, and the new charge (\$800) for Internet services
- **Videos** -- \$1,000 – purchase of videos for the collection
-
- **Salaries, Vacation Pay, etc.** – Our next meeting will include discussion of what we propose for salaries in the 2022 budget. We need to find information about other town employees’ and libraries’ salaries to include as comparisons. Discussion will include reviewing our current salary schedule policy and possible revisions.

NEXT MEETING

- **August 12, 2021** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library
 - Continue 2022 Budget preparation
- **August 26, 2021** – Library Trustees Meeting – 6:00 PM at the Ashland Town Library
 - Regular meeting

The meeting was adjourned at 7:06 PM.

Minutes submitted by Mardean Badger