

**Ashland Town Library
Minutes of Library Trustees Meeting
August 12, 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 5:30 PM by Alice Staples.

DIRECTOR'S REPORT

- Pond and Peak Reading Council will be available for book distribution from 10 AM to Noon at our October 2 birthday party. This will be in lieu of their distribution at Christmas Night in Ashland.
- Our next Story Walk book will be *Goodbye Summer, Hello Autumn*. Lamination of the pages will be \$64. We discussed how to create display posts.
- One of the old sofas from upstairs has been sold for \$75; a second one will be sold also.
- The Ashland Building Inspector visited the library today. He said the building is in overall good condition, but he noted asbestos in the basement and floor tiles, 1977 siding that is aging, holes in the foundation, outside children's room steps. He will provide us with a report.
- The Library has received the updated library Trustees manual; one hard copy is in the library and is also available on the NHLTA website.
- Mango has completed security installation upstairs and is currently working on the outside.

2022 BUDGET PREPARATION

- **Salaries, Vacation Pay, etc.** – We discussed our goals for upgrading the library wages and reviewed possible salary schedules with a \$12/hour base and a \$15/hour base. We also reviewed the state minimum wage, the NH living wage calculations provided by MIT, wages of other libraries, town employees and local businesses.
- **Talking Points**
 - Throughout this past unusual year, our employees have remained flexible and have maintained services for our patrons, including by phone and email.
 - The technology skills of our staff have played a large part in maintaining operations in-house and assisting patrons remotely.
 - While each staff position has a job description, our staff are all able to step into each other's roles as needed – flexibility.
 - Our goal is to reach a starting pay of \$15/hour for the entry level position.
 - It is important to meet with our Town Manager and BOS to promote good understanding and communication regarding our proposed budget and program. We will get further information regarding the Town Manager's timeline and process.
 - Budget law states that a capital reserve fund cannot replace the operating budget. In addition, our capital reserve fund and our Scribner fund are earmarked for specific building and grounds purposes.

- **A motion was made (Staples) and seconded (Ruell) to propose a total budget of \$88,743 for 2022, which includes a salary with a \$12 base. The motion was approved unanimously, 3-0.**
- **A motion was made (Badger) and seconded (Staples) to approve the revised salary schedule policy, with a \$12 base. References to “minimum wage” were deleted. The motion was approved unanimously, 3-0.**

NEXT MEETING

- **August 26, 2021** – Library Trustees Meeting – 6:00 PM at the Ashland Town Library
 - Regular meeting

The meeting was adjourned at 6:30 PM.

Minutes submitted by Mardean Badger