

**Ashland Town Library  
Minutes of Library Trustees Meeting  
August 26, 2021**

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

The meeting was called to order at 6:07 PM by Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made (Staples) and seconded (Badger) to approve the minutes of July 15, August 5, and August 12, 2021. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Mango Security is being scheduled to install the last outside security camera.
- Ward D'Elia and Peter Stokes from Samyn-D'Elia Architects recently reviewed and measured the entire library building, to create a plan of the current building.
- Scott Vien's report of his recent inspection of the building will be forthcoming.
- Fire Chief Steve Heath reviewed the upstairs, stairway access, and sprinkler installation. He will write a report and compute an occupancy load, to enable us to open the second floor and remove the door at the top of the stairs.
- Sara is contacting Life Maid Easier for an estimate, to compare with our current cleaning service.
- The COVID-19 vaccine van will be at the library again on September 3.
- We reviewed the list of items that need to be cleaned out of the basement and attic. The Trustees suggested hiring someone (with appropriate insurance) to remove the old items.
- The Adirondack chairs have been assembled and placed on the front lawn.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - Expenses included books, videos, audios, supplies, magazines, cleaning and utilities. Other special expenses included doorbell, lamination and a carbon monoxide monitor for the basement.
  - Income included proceeds from sale of an old couch.
  - Money was transferred to the computer fund.

**OLD BUSINESS**

- **150<sup>th</sup> Anniversary, Saturday, October 2, 2021, 10 AM to Noon**
  - Alice has contacted Common Man for availability of food and is awaiting response.
  - There will be games and activities outside, open house tours of the building, cake and flowers. David is updating the history of the library and copies of the history will be available.

- Invitations will be sent to Selectmen, department heads, state representatives, executive council, governor, and others.
- We will set up the tent Friday PM.
- **Handicapped Access**
  - Sara has been researching USDA Rural Development grants for replacing the ramp and walkway to provide better handicapped access to the library. One stipulation of the USDA RD grants is that the applicant not be able to finance the project from their own resources.
  - We decided to get further ideas about how to replace or redesign the ramp, where and how to create a walkway that is not steep, and costs.
  - We also discussed the condition and broken surface of the sidewalk on Pleasant Street. Questions about repairing the sidewalk and re-marking the handicapped parking spot will be forwarded to Ashland's DPW director.
- **Technology**: The new equipment should be coming soon.
- **StoryWalk® for Fall**: The pages have been laminated; display stakes are being readied.
- **Meeting Room Policy**
  - Sara distributed a draft copy of a Meeting Room Policy. We will review the policy and discuss it at our next meeting.

## **NEW BUSINESS**

- **ARPA Grants, Second Round**
  - At this time, we will not be applying for the competitive grants. The priority for this round is large, group collaboration projects.
- **Bike Rack**
  - We will not be putting the bike rack back up at this time, because it has been pulled out of the ground several times. When we have a clearer plan for a library addition and re-design of the library grounds, we will put the bike rack back up with a more permanent (cement) installation.
- **Community Group Materials**
  - The Garden Club and the Women's Club all have materials and records stored in a closet upstairs in the library. We will contact the groups to review the materials.
  - The Green Grove Cemetery also will be contacted about the old computer and computer discs that are stored in the library.
- **Book Sale**
  - The Friends of the Library have not yet determined whether there will be a book sale during the Town-Wide Yard Sale (September 18).

## **NEXT MEETING**

- September 21, 2021 – Library Trustees Meeting – 6:00 PM at the Ashland Town Library.

*Minutes submitted by Mardean Badger*