

**Ashland Town Library
Minutes of Library Trustees Meeting
November 22, 2021**

Trustees Present: Alice Staples, David Ruell, Mardean Badger
Kathleen DeWolfe, Alternate

The meeting was called to order at 6:23PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of November 8, November 17, and November 18, 2021. The motion was approved unanimously, 3-0.**

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Regular expenses included videos, books, subscriptions, utilities, cleaning, advertisement, and tech support.
 - Other expenses included Samyn-D'Elia Architects and CCI for building evaluation and estimated cost of upgrading the existing library building. Legal and investigative fees were also paid.
 - The Treasurer also noted that due to unexpected expenses (legal and other), our checking account balance is low and may not cover some of the expected year-end obligations. However, there will likely be some unexpended funds in the wages, FICA, and Medicare categories, which will be returned to the library after the first of the new year.
 - **A motion was made (Ruell) and seconded (Badger) to allow the Treasurer to borrow from the Donations fund to cover cash flow at the end of the year, to later be reimbursed from the general fund. The motion was approved unanimously, 3-0.**

OLD BUSINESS

- **Anonymous Donation**
 - The minutes of the November 18 Public Hearing at which the Trustees accepted the anonymous donation will be forwarded to Fred Welch, Town Manager, and to the Board of Selectmen.
 - Mardean will collect documents pertinent to the current library building (e.g., Samyn-D'Elia and CCI proposals, previous evaluations of the building, lead paint evaluation, etc.) and forward copies to the town office for their town property files.
 - The draft of the donor agreement will be forwarded to the town attorney for review and input.
- **Policy Updates**
 - Future policies that should be reviewed include personnel policies and job descriptions.

- **Building and Grounds Maintenance**
 - Several items were noted that need follow-up – removal of the autumn StoryWalk pages, storage of the picnic table, re-installation of the windbreak on the back porch, and storage of the folding table on the back porch.
 - We still need to find someone to help with winterizing the storm door on the front porch.

NEW BUSINESS

- **Christmas decorations**
 - David and Mardean volunteered to do the outside Christmas lighting after Thanksgiving to have the lights in place before the Christmas Night in Ashland on December 3. We all can provide help with the inside Christmas decorations.
 - We will also inquire if a winter book was chosen for the StoryWalk and what needs to be done for that.
- **Budget Committee**
 - The Budget Committee has received the proposed 2022 budget from the Board of Selectmen. Mardean will send out copies of our budget proposal (spreadsheet and narrative) again to be ready for questions from the Budget Committee.
- **Vacation Hours and Payroll**
 - Recent paychecks have not shown each employee's vacation hours. Sara is working with the Finance Officer at the Town Office to update this information for payroll checks.
 - The Trustees need to review and update the MOU between the Library Trustees and the Town Office regarding handling of library payroll.

NON-PUBLIC SESSION

- **At 7:30 PM, a motion was made (Ruell) and seconded (Badger) to go into Non-Public Session for NH RSA 91-A:3, II(c), matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself. The motion was approved unanimously by roll call vote, 3-0; Staples, yes; Ruell, yes; Badger, yes.**
- The Trustees (Staples, Ruell, Badger) entered non-public session at 7:30 PM and discussed personnel matters, including scheduling issues. No other persons were present.
- **At 8:38 PM, a motion was made (Ruell) and seconded (Staples) to return to public session. The motion was approved unanimously, 3-0.**

PUBLIC SESSION

- **A motion was made (Badger) and seconded (Ruell) to seal the minutes of the non-public session. The motion was approved unanimously, 3-0.**

NEXT MEETING (note change of time)

- **December 16, 2021** – Library Trustees Meeting – **5:00 PM** at the Ashland Town Library.

The meeting was adjourned at 8:39 PM.

Minutes submitted by Mardean Badger