

**Ashland Town Library  
Minutes of Library Trustees Meeting  
December 13, 2021**

**Trustees Present:** Alice Staples, David Ruell, Mardean Badger  
**Others Present:** Sara Weinberg, Director

The meeting was called to order at 5:01 PM by Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of November 30, 2021. The motion was approved unanimously, 3-0.**

**OLD BUSINESS**

- **Warrant Article for Building Purchase**
  - The Trustees reviewed the wording of a warrant article for the purchase of the Historic School for the library:
    - *“To see if the Town will vote to raise and appropriate the sum of \$400,000 for the purchase of the former elementary school property at 41 School Street, from Tri County Community Action Program, for the use of the Ashland Town Library, using the sum of \$400,000 anonymously donated for this purpose to the Ashland Town Library Trustees (with no money to be raised by taxation for this purchase), said building to be named the Elaine Vaillant Library Building according to the terms of the donation.”*
  - **A motion was made (Badger) and seconded (Ruell) to approve the wording of the petition warrant article. The motion was approved unanimously, 3-0.**
  - The warrant article will be presented to the BOS by petition, with the introduction *“We the undersigned registered voters of the Town of Ashland, New Hampshire, do hereby petition the Board of Selectmen of the Town of Ashland to place this article on the warrant for the 2022 Annual Town Meeting.”* Mardean will create the petition forms, which will include columns for voter signature, printed name, and physical Ashland address.
- **Donor Agreement**
  - Alice will follow up with Walter Mitchell regarding the donor agreement language and signing procedure.
- **Meeting Room Policy**
  - The Trustees and the Director reviewed the draft of the Meeting Room Policy and the accompanying application form. The Director will update the documents with the changes.
- **Vacation Pay Policy and Procedures**
  - After discussion of a recent issue, we agreed that we should periodically review our vacation pay policies with the Town Office and finance personnel. The following points will be communicated —

- By RSA, Library Trustees have the sole authority to hire and fire, and to determine compensation and benefits for all library employees, including how vacation hours are assigned, accrued, carried over, and paid out. (NH RSA 202-A)
- It has been the policy and practice that library employees may carry over vacation hours from 1 year to the next without deduction.
- It has been the policy and practice that vacation time is issued to employees once a year on January 1.
- It has been the policy and practice that there is no limit on how much vacation may be accrued.
- It has been the policy and practice that when employees leave, they are entitled to payment for all unused, accrued vacation time.
- NH labor laws (specifically, RSA 275:44) govern payments to departing employees.
- We reviewed a recent situation of an employee who resigned. Ten hours of vacation time were paid out about one week before resignation. 27 hours were paid out the week of the resignation. There is a balance of 43.5 vacation hours which must be paid out to the former employee.
- **A motion was made (Ruell) and seconded (Staples) to authorize the payment by the Finance Officer of 43.5 vacation hours to LR. The motion was approved unanimously, 3-0.**
- The Library Director explained the process that is used to report employees' hours worked, wage rates, vacation hours accrued or used, etc. to the Finance department for the weekly payroll.

### **OTHER BUSINESS**

- Library Staffing
  - After the first of the year, we will determine what additional employees are needed and initiate the search process.
- Library Hours
  - Current open hours are Monday, Tuesday and Friday, from 1 to 5 PM. Saturday hours (10 AM to noon) will next be added. Additional hours will be added as staff is available.

### **NEXT MEETING**

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

The meeting was adjourned at 6:27 PM.

*Minutes submitted by Mardean Badger*