

**Ashland Town Library
Minutes of Library Trustees Meeting
December 16, 2021**

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

The meeting was called to order at 4:57 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of December 13, 2021. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The new computers have been received – 3 desk top computers, 1 laptop for staff, and 3 Chromebooks for patron in-house use. The computers will be set up as soon as the network hardware is received.
- The Stanley Alarm billing will be set up in a new account, under the Library's name instead of the Scribner Trustees.
- The Library will be closed on Christmas Eve and New Year's Eve.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Recent expenditures included videos, books, Junior Library Guild, subscriptions, cleaning, telephone, fire alarm phone line, heating, legal expenses, etc.
 - The Treasurer reviewed the end-of-year budget and accounts.
 - A transfer of \$3,000 was made from the Donations account.
 - A \$500 donation was received from the Charlotte Palmer Phillips Foundation.

OLD BUSINESS

- **Anonymous Donor Agreement**
 - Final wording of the MOU with the anonymous donor has been forwarded to Attorney Walter Mitchell for approval.
- **Vacation Policy**
 - **A motion was made (Badger) and seconded (Staples) to approve the vacation policy as amended. The motion was approved unanimously, 3-0.** The policy will be forwarded to the town finance department.
- **Building and Grounds**
 - Several local names were suggested to be contacted about repairing the storm door on the front porch. Sara will check with them to get an estimate for the repair.
 - The picnic table can be folded up and stored by the shed.
 - The flagpole mechanism is not working properly and will be repaired in the spring.
- **Technology Plan**
 - After the new computers and networking are installed, we will review and update the Library's Technology Plan.

- **Meeting Room Policy**
 - After reviewing some changes, **a motion was made (Ruell) and seconded (Staples) to accept the amended Meeting Room Policy and the Reservation Form as amended. The motion was approved unanimously, 3-0.**

NEW BUSINESS

- **Default Budget & Payroll**
 - A recent inquiry from the Town Office questioned whether library employees were under a contract and whether that would protect proposed library wages in a default budget. We responded that the library employees are not under contract.
 - Payroll is submitted weekly to Finance, by 8 AM on Monday. Paychecks are available on Thursday.
 - The payroll process (including the library and finance steps) should be clarified in writing.
- **Email and site addresses** were reviewed. Should the Library Trustees have an email account or a Facebook page?
 - The primary library email account is *ashlandtownlibrary@gmail.com*. The old Roadrunner account has been deleted.
 - The library account used for various listservs is *library03217@gmail.com*.
 - Patrons can send to the library printer with *ashlandlibraryprinting@gmail.com*.
 - The library's webpage is at <http://www.ashlandtownlibrary.org>.
 - The Library's Facebook page is at <https://www.facebook.com/Ashland-Town-Library-154641961264023>.

OTHER BUSINESS

- **Other items discussed included:**
 - Does the Tucker furniture estimate need to be updated? Other furniture items for the new library location could include an outside weatherized bookdrop, book trucks, etc.
 - Publicity for the warrant article vote could include open houses and mailings.
 - We need an update from TCCAP regarding monthly building expenses.
 - Ward D'Elia has engineering specs for the Historic School, which would include information regarding floor load.
 - The Library Annual Report for the town report will be due soon.

NON-PUBLIC

- **At 6:54 PM, a motion was made (Staples) and seconded (Ruell) to go into Non-Public session for the purpose of RSA 91-A:3, II(a). The motion was approved unanimously by roll call vote 3-0.** Those present for the non-public session were the 3 Library Trustees and the Library Director. Discussion regarded a personnel issue.
- **At 7:04 PM, a motion was made (Badger) and seconded (Staples) to re-enter public session. The motion was approved unanimously, 3-0.**

NEXT MEETING

- January 6, 2022 – Library Trustees Meeting – 5:00 PM at the Ashland Town Library.

The meeting was adjourned at 7:04 PM.

Minutes submitted by Mardean Badger