

**Ashland Town Library
Minutes of Library Trustees Meeting
January 6, 2022**

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

The meeting was called to order at 5:02 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of December 16, 2021. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The State Library has received grant funds to purchase 3 large book scanners, which will be circulated for 4-week periods to public libraries upon request. The Ashland Town Library has signed up for its use. The Library will prioritize a list of older, more fragile materials in the collection that should be scanned. It was suggested to recruit volunteers to assist with the scanning.
- Sara has one library patron who is interested in working on Thursdays, from 1 to 5. Sara will speak further with the person and bring information forward to the Trustees. The Trustees by consensus agreed to \$10/hour starting pay. Complete implementation of the proposed wage schedule will depend on the results of the town vote on the budget.
- It is believed that the past issue of accurate vacation time on pay stubs has been resolved; it will be verified on this week's pay stubs. The new accrued vacation times for employees will be computed this week, reviewed/approved by the Trustees Treasurer, and forwarded to the Town Office.
- Sara is working on the year end statistics. The summary for the Town Annual Report (being prepared by Alice Staples) is due by January 14.
- In-person children's programs will be started in the spring when activities can be done outside. Craft kits are available again.

TREASURER'S REPORT

- We reviewed expenses and income since our December 16 meeting.
 - Remaining 2021 payments included utilities and program supplies. 2022 payments included the Record Enterprise subscription.
 - A donation of \$50 for 2021 and a donation of \$100 for 2022 have been received.
- David is working on the year-end financial report. December legal fees are still needed.
- Joyce Janitorial has increased its 2022 rate by \$2/week, for a weekly rate of \$74.
- Sara is still trying to get an estimate from another cleaning service (used by the town). Discussion ensued regarding the possibility of purchasing a vacuum cleaner(s) for the library.

OLD BUSINESS

- **Donor Agreement**
 - The official agreement between the anonymous donor and the Library Trustees has been reviewed and is ready to be signed. **A motion was made (Staples) and seconded (Badger) to authorize David Ruell to sign the agreement for the Trustees. The motion was approved unanimously, 3-0.** The signed agreement will then be secured in the Library office.
- **Policy Update**
 - Our Challenged Materials Policy will be a priority for review. Updated sources and examples will be reviewed in preparation for re-writing our policy.
- **Building and Grounds**
 - Sara has been checking with local contractors to find someone to fix/replace the front storm door. The common response from contractors has been that they are too busy with other jobs.
 - The picnic table has been folded and stored in the shed.
 - Snow plowing and shoveling has been adequate so far. The condition of the sidewalk on Pleasant Street will be watched, including the dumping of snow by Racing Mart.
- **New Technology**
 - Sara will check on the status of the new network gear.
- **Payroll Process**
 - Sara is writing up the payroll process.
- **Social Media**
 - It was agreed that there should be an ongoing increased use of social media to promote the library's services and resources. Frequent small postings on Facebook can be valuable to reach the community.
 - There was also discussion about whether the Library Trustees should have a Facebook page and an email account/address. More information will be gathered on options.

NEW BUSINESS – HISTORIC SCHOOL PURCHASE

- **Petition Article**
 - Petition signature pages will be turned in to the Town Office on Monday afternoon, January 10.
- **Publicity**
 - Publicity will include multiple letters to newspapers/editors, postings on Facebook and the Library website, letters to community people.
 - How are we selling the warrant article? One of the most valuable benefits of the Historic School building is the fact that it is already compliant with ADA accessibility, as opposed to the expense of retrofitting the current building.
- **Utilities Costs of the Historic School**
 - We will get updated costs from TCCAP for water, sewer, electricity, heat, elevator service and inspection, phone line for elevator, fire alarm system expenses, plowing, etc.
- **Mailings & Open Houses** to be scheduled

- **Deliberative Session, February 5**
 - Recruit a few library supporters to speak about the purchase.
- **Compare Costs**
 - Renovating current library building vs. purchase of historic school

UPCOMING DATES

- **January 10, 2022 (Monday)** – Submit petition warrant article signatures to Town Office.
- **January 13, 2022 (Thursday)** – Budget Committee Public Hearing for School & Town Budgets – 6:00 PM at Ashland Elementary School Cafeteria [masks required].
- **January 17, 2022 (Monday)** – BOS Meeting, Public Hearing for Town Budget & Warrant Articles – 5:00 PM, Conference Room at 6 Collins Street.
- **January 18, 2022 (Tuesday)** – **LIBRARY TRUSTEES MEETING** – 5:00 PM at the Ashland Town Library.
- **January 19 – 28, 2022** – Filing Period for Election of Officers.
- **February 5, 2022 (Saturday)** – Deliberative Session – 10:00 AM at Ashland Elementary School Gymnasium.
- **March 8, 2022 (Tuesday)** – Election Day.

The meeting was adjourned at 6:25 PM.

Minutes submitted by Mardean Badger