

**Ashland Town Library  
Minutes of Library Trustees Meeting  
January 18, 2022**

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

The meeting was called to order at 10:00 AM by Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made and seconded to approve the minutes of January 6, 2022. The motion was approved, 2 (Staples, Ruell) - 0.**

**DIRECTOR'S REPORT**

[Mardean Badger arrived after the Director's report.]

**TREASURER'S REPORT**

- We reviewed the year-end reports for 7 special accounts.
- The year-end report for the General Fund is not yet complete, as David is still waiting for the 2021 total for wages paid and the amount/check for the final remaining balance of wages, FICA and Medicare.
- Some checks have been written, but not mailed yet, because the checking account is close. David has the authorization to transfer money between accounts if needed.
- **A motion was made (Badger) and seconded (Staples) to request that the BOS authorize a first quarter payment of \$5,000 from our 2022 funds. The motion was approved unanimously, 3-0.**
- Accrued vacation time (carried over from last year) is still not correct for the director and assistant director.

**OLD BUSINESS**

- **Challenged Materials**
  - The policy and procedure for challenged materials needs to be reviewed. Some sources of samples to consider include materials from ALA, the State Library, Plymouth State University and Plymouth Regional High School.
- **Storm Door Replacement**
  - Sara has made calls to Granite State Glass and Pemi Glass to get estimates to replace the front storm door. Payment for this can come from the Scribner fund.
- **Technology**
  - When all the new technology is in and set up, we will update the technology inventory, followed by updating the overall technology plan.
- **Payroll & Vacation Procedures**
  - An explanation of the processes and our relevant policies still needs to be put together to share and review with the Finance department.
- **Library Literature**

- Alice has been researching current articles about the benefits of libraries and impact on community. We will share them with BOS, Town Manager, etc.

### **NEW BUSINESS**

- **Prep for Warrant Articles (Historic School) (CRF)**
  - Tucker Library Interiors LLC -- We need an updated cost of furnishings from Tucker. Sara is awaiting a response to her message.
  - Square footage comparison between the current library and school?
  - Need catchy poster for circulation desk and elsewhere – need catchy slogan and images?
  - Handout for deliberative session
    - Anonymous Donor Agreement
    - Ward D’Elia’s list of major issues with current building (also send full report to BOS)
    - FAQ’s about both buildings
  - Phone call from Jeanne Robillard about expenses of the TCCAP building, possible tentative P&S agreement, no realtor and no commission.
  - Jeanne Robillard will also share with us the LCHIP yearly report form.
  - Commercial building inspector – Alice will research.

### **NEXT MEETING**

- February 7, 2022 – Library Trustees Meeting – 10:00 AM at the Ashland Town Library.

The meeting was adjourned at 11:30 AM.

*Minutes submitted by Mardean Badger*