

**Ashland Town Library
Minutes of Library Trustees Meeting
February 17, 2022**

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

The meeting was called to order at 5:30 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of January 18, January 31, and February 8, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Lynne Uhlman has finished her training and started working a regular schedule today.
- Beginning in March, the library will be open until 6:00 PM on Friday.
- On February 23, the new computers and network will be installed.
- The vacation time records have been corrected at the Town Office.

TREASURER'S REPORT

- The final 2021 town appropriation check has been received, as has the first appropriation check for 2022.
- The 2021 end-of-year report has been completed for the town and has been added to the state report.

OLD BUSINESS

- **Library Lot Survey**
 - Tony Randall has completed the survey of the library lot at the corner of Main and Pleasant Streets. We have received a pdf version of the survey and Tony will provide printed copies for us. We will let him know that he can drop off the copies at the library.
 - **A motion was made (Ruell) and seconded (Staples) to pay Tony Randall's invoice for \$3531 and request the Town Trustees write a check payable to Tony Randall for that amount from the Scribner fund. The motion was approved unanimously, 3-0.**
- **Front Door Replacement**
 - Granite State Glass provided an estimate of \$1,225 to replace the front storm door with a start time of 15-16 weeks. The estimate includes the door, installation, reframing the doorway and eliminating the large gap. We are still hoping to get an estimate from Pemi Glass before the March Town Trustees meeting, so we can pay for the door from the Scribner fund.
 - While the estimated start time would put the project after the winter season, it is still a necessary repair. The current latch no longer works and the gap at the bottom is contributing to some water damage to the book return.

- **Technology Plan**
 - As soon as the new computers and network are installed, Sara will update the technology inventory. We will then review and revise the technology plan to incorporate the new equipment and future plans.
- **Town and Library Finance Procedures**
 - Sara is working on a comprehensive description of the process and responsibilities.
- **Facilitator Training**
 - The State Library, through ARPA funding, is providing two virtual training sessions on how to facilitate meetings and discussions around difficult topics. The sessions will be held on February 22 and March 8, from 9 AM to noon.
 - Sara, Alice and Mardean expressed interest in the sessions and will check their calendar availability.

ELECTION AND OPEN HOUSE PREPARATION

- Alice reviewed advice from Walter Mitchell cautioning the use of taxpayer funds, library employees and library equipment for promoting the warrant articles. Donation funds will be used and work will be done outside of library time.
- “It’s a Gift” was agreed upon for the signs and publicity about the Historic School.
- Buttons and Stickers
 - Buttons (2.5”) are priced at 30 buttons for \$40.00.
 - Stickers at 30¢ each were preferred, with an image of the school and “It’s a Gift.”
- Postcards, rather than multiple-page brochures, were preferred. Mardean will work on the content, with input from everyone.
- David has the information for EDDM [every door direct mail], including costs and sizes. We will share that information with Jae designing a printed postcard (about 1300).
- A half-page flyer will be created for handing out at various locations.
- Anne Richards has offered to assist with funding and handing out information.
- Joanne Laferriere has offered to man a ‘Friends of the Library’ table at the Open House. Some door prizes will be provided by a few people.
- Snacks and water will be offered at the Open House.
- Visitors at the Open House will be encouraged to share what they would like to see in a library. Butcher paper and markers will be provided on one of the large tables.

NEXT EVENTS

- **March 3, 2022 (Thursday) -- Open House at the Historic School – 5 to 7 PM.**
- **March 5, 2022 (Saturday) – Open House at the Historic School – 11 AM to 1 PM.**
- **March 8, 2022 (Tuesday) – Election Day – 8 AM to 7 PM, School Gymnasium**
- **March 15, 2022 (Tuesday) – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 7:04 PM.

Minutes submitted by Mardean Badger