

**Ashland Town Library
Minutes of Library Trustees Meeting
March 15, 2022**

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

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

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of February 17, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Programs are being added – Dinosaur Club starting March 28, book page wreath workshop in April. Other programs are in the works.
- The technology installation has been re-scheduled.
- Summer programs are being planned, including a reading program and Science Center presentation. The third floor is being considered for programs.
- When we move into the new building, increased hours will be considered, e.g., Monday through Friday, 1 to 6 PM, and Saturday, 10 to 1 PM. Increased staff will also be needed.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Recent expenses included audios, videos, books, subscriptions, supplies, utilities, cleaning, World Book Online, etc.
 - Expenses for supporting the warrant articles (signs, mailers, legal opinion) were paid from donations.
- **A motion was made (Badger) and seconded (Staples) to send a letter to the BOS requesting that the remainder of the General Expenses portion of the library budget be paid in 3 installments (April, July, October) of \$8,470 each. The motion was approved unanimously, 3-0.**
- **A motion was made (Ruell) and seconded (Badger) that the employees' hourly rates be increased as proposed in the budget, beginning with the March 20 pay period. The new rates will be \$23.25 for the Director, \$20.25 for the Assistant Director, \$13.75 for the continuing Circulation Assistant, and \$12.00 for the new Circulation Assistant. The motion was approved unanimously, 3-0.**

OLD BUSINESS

- Challenged Materials Policy – Sara is working on an updating of the policy. Mardean offered her assistance.
- Building & Grounds Maintenance – Replacement of the front storm door and repair of the flagpole mechanism has been put on hold.
- Technology Plan – Updating of the plan will be done after the new technology has been installed.

- A description of the finance procedures with the town are still being drafted.

NEW BUSINESS

- A thank you letter to the voters is being drafted by Alice.
- Meeting with the Ashland School Board – A letter will be sent to the School Board, Superintendent, and Principal requesting a meeting to discuss the school’s right of first refusal for the Historic School property.
- **A motion was made (Badger) and seconded (Staples) to hire a commercial building inspector to prepare an inspection report on the Historic School and coordinate the inspection with TCCAP. The motion was approved unanimously, 3-0.**
- **A motion was made (Ruell) and seconded (Staples) to hire Samyn-D’Elia Architects to prepare the specifications for the renovations needed of the Historic School. The motion was approved unanimously, 3-0.**
- Building Tour
 - Sara suggested that the Trustees tour the Historic School building with a TCCAP staff member to discuss what will stay with the building and what TCCAP will be removing. Alice will arrange a date with Jerry Milliken.
 - The general understanding at this point is that TCCAP will remove all their office furniture and equipment, the conference tables and chairs. They will leave the folding tables and the folding chairs for the library.
 - Sara also suggested that we meet with the janitor to review all the building controls.
- The Friends of the Library organization needs to be re-invigorated; names of several new people interested in the organization were gathered at the recent open house. It was suggested that a joint meeting of the library staff, the trustees, and the Friends would be useful.
- Mardean suggested that we organize a way to keep track of all the tasks that need to be done in preparation for the new library location. She offered to set up a series of spreadsheets to track tasks and progress.
- The 2022 NHLTA Conference and Annual Meeting is scheduled for May 10 at the Grappone Conference Center in Concord. The program and registration information are available on the NHLTA website.

OTHER BUSINESS

- The Trustees discussed future meeting dates and agreed that two meetings a month are advisable going forward. The Trustees agreed on the first and third Thursdays of the month.

NEXT MEETING

- April 7, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 11:43 AM.

Minutes submitted by Mardean Badger

