

**Ashland Town Library
Minutes of Library Trustees Meeting
April 7, 2022**

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

The meeting was called to order at 5:33 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of March 15, 2022. The motion was approved unanimously, 3-0.**

PATTY SUE SALVADOR

- Patty Sue Salvador expressed the interest of members of Ashland's Class of 1962 in honoring the memory of Noreen Crawford in the Ashland Town Library's new home. Noreen Crawford served the Ashland Town Library for almost 17 years, with special interests in local history, children and mysteries. Several ideas for honoring her were discussed and will be further explored when Patty Sue Salvador returns in July. (2022 is also the 60-year anniversary of the Class of '62.)

DIRECTOR'S REPORT

- Library events – Book Page Wreath Workshop, April 16; Dinosaur Club every Monday; Story Time, April 22; Historical Fiction Book Club, 1st Monday of the month; Knitting & Crochet on Tuesdays.
- A new StoryWalk is being prepared for display on the library lawn – *Big Dance*, written and illustrated by Aoife Greenham (pub., Child's Play International Ltd.).
- Sara has also inquired about the possibility of sponsoring a StoryWalk at Whitten Woods; she is awaiting response.
- Library usage is steadily increasing, and new members have joined. Children and teens are using the library after school, including the upstairs room.
- The summer reading program is being planned.
- The summer pass for the Science Center will be available soon.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Budget expenditures have included books, videos, cleaning, fire alarm and fire extinguisher inspection, utilities, program supplies, new Open flag, and fuel (\$1247). The completed survey of the library property was paid (\$3531) from the Scribner fund.
- We discussed the need to hire another part-time person, for about 10 to 12 hours per week. Sara will draft a newspaper ad.
- Mardean recommended that we set up separate QuickBooks accounts for our capital reserve fund, our library building fund, and our donations fund. This will allow us to

accurately track and report all income, expenses and balances for each fund. Sara will assist David in setting up those accounts.

OLD BUSINESS

- **Tucker Library Interiors**
 - Sara has spoken with the owner of Tucker Library Interiors regarding furnishing our new library. The estimated time between purchasing and delivery is about 3 to 4 months. The owner is interested in seeing the building.
- **Samyn-D'Elia**
 - Alice has reached out to Samyn-D'Elia regarding the renovations for the new library.
- **Building Purchase**
 - Alice continues to communicate with Fred Welch, Walter Mitchell and Jeanne Robillard regarding the purchasing process of the building.
- **Challenged Materials**
 - Sara shared a first draft of a *Challenged Materials Policy*, which we will review at our next meeting.
 - Mardean recently attended a 2-hour on-line presentation, "*Preparing for Book/Program Challenges*." She will type up her notes to share. The program will be repeated on May 3.
 - The program slides and chat texts are available on the State Library's LibGuide page for *Censorship Guidance and Resources* -- <https://nhsl.libguides.com/divisiveconcepts>
- **Finance Process**
 - Sara shared a summary of library policies that relate to employee wages and benefits, and a summary of NH RSA's that relate to selection of library trustees. The documents will be further reviewed.
- **Building and Grounds Maintenance will continue as needed.**
 - The cable in the flagpole needs to be repaired/replaced and the flag retrieved from the town hall.
 - Lawn raking needs to be done before summer mowing starts.

NEW BUSINESS

- **TCCAP Building Walkthrough**
 - The trustees reviewed notes regarding our recent walkthrough of the TCCAP building with Jerry Milliken. The walkthrough included a discussion of what items or furnishings will stay with the building and what will be removed by TCCAP. Notes were also made regarding some future repairs or upgrades.
- **Fundraising**
 - The donation page on the library website needs to be revised, with a photo of the new building and new wording regarding methods of donating and needs for fundraising.
- **New Building Tasks**
 - Mardean shared spreadsheets that can be used for tracking all the tasks needed for the new library process. Major categories include:
 - *Purchasing the Building*

- *Building Operations*
- *Renovations & Repairs*
- *Funding Sources*
- *Fundraising*
- *Furnishing the Building*
- *Equipment (Technology)*
- *Moving to the New Building*
- *Policy Revisions*
- **LCHIP Stewardship Agreement**
 - We need to review the agreement and understand the requirements that we and/or the town will be assuming.

NEXT MEETING

- April 21, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 7:35 PM.

Minutes submitted by Mardean Badger