

**Ashland Town Library
Minutes of Library Trustees Meeting
April 21, 2022**

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

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

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of April 7, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The Heart and Hands Thrift Shop has approached us about applying for one of their grants, which fund projects between \$200 and \$1,500. We will explore possible ideas.
- The installation of the new computers has been re-scheduled for April 27.
- The Library Director will be taking vacation the week of May 9, returning on May 14. Coverage for her hours is being scheduled.

TREASURER'S REPORT

- There was no treasurer's report for this meeting.

OLD BUSINESS

- **Challenged Materials policy**
 - The Trustees reviewed a draft of a policy for the reconsideration of materials. Mardean went over several comments or suggestions that she had. It was also noted that the Collection Development Policy should be reviewed at the same time.
 - Mardean also shared her notes from the recent (April 5) 2-hour program presented by the State Library, "Preparing for Book/Program Challenges."
- **Payroll Procedures**
 - The Trustees reviewed a summary of payroll policies, including Timekeeping, Paydays, Medical Insurance, Worker's Compensation Insurance, Paid Holidays, Employment Categories, Jury Duty, Medical Leave, and Retention of Employee Records/Access to Personnel Files, and Vacation Time.
 - Some wording in a few of the statements needs to be reviewed.
- **Friends of the Library**
 - As part of the re-invigoration of the Friends of the Library group, it was suggested that the first meeting might be a joint social get-together of potential Friends, the staff of the library, and the Trustees. This would be a way for all to become acquainted and to understand the different roles and responsibilities of the three groups.
- **Website and Facebook Updates**
 - The Library's Donation page on the website needs to be updated.

- The Library's Facebook page will include periodic updates on our progress toward the new library.

NEW BUSINESS

- **Legal Representation**

- The Trustees discussed a 4/21/22 email from Walter Mitchell, the town attorney. He explained that due to his awareness of the “depth of the disagreements” between the BOS and the Library Trustees, he will not represent the Library Trustees in the purchase process of the new library building.
- Walter Mitchell noted that the title search for the new library property is in process and will be provided to us when completed.
- We discussed how to respond to the BOS and Town Manager, especially requesting an explanation of the unspecified “disagreements” and suggesting a meeting to discuss the issues.
- We also discussed some possible attorney names to approach regarding representation. We will reach out to the NHLTA, State Library and other sources for recommendations.

- **Science Center Pass**

- **A motion was made (Badger) and seconded (Ruell) to purchase the Science Center pass (\$300) from the Donations account. The motion was approved unanimously, 3-0.**

- **NHLTA Conference**

- Mardean is attending the NHLTA annual conference on May 10.

- **Job Ad**

- The job ad for a part-time circulation assistant has been placed in the Laconia Daily Sun and on the library website.

NEXT MEETING

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

The meeting was adjourned at 7:17 PM.

Minutes submitted by Mardean Badger