

**Ashland Town Library
Minutes of Library Trustees Meeting
May 19, 2022**

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

The meeting was called to order at 6:00 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of May 5, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The new computers were installed, and all files have been transferred. The network upgrade will be finished this coming week.
- Sara is working with SLA (Squam Lakes Association) to add a StoryWalk to Whitten Woods.
- The book scanner which was borrowed from the State Library has been moved on to Lincoln Public Library. While the machine was in Ashland, yearbooks and Green Grove Cemetery records were scanned. When the files are ready for use in the Library, we will put some information on the Library's Facebook page.
- The air conditioners have been installed for the summer.
- The Library was closed for a short time due to staff exposure to Covid. During the closure, the Library was given a deep clean. Rob and Sara worked the Friday and Saturday hours; the regular schedule will be resumed on Monday.
- Pemi River Fuels will be at the Library on June 2, at 8 AM, to discuss the fuel tank. Mardean will meet with the technician. Any expenses which might be needed for the fuel tank should be taken out of the Scribner fund.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Regular expenses included books, videos, magazines, supplies, utilities, fire alarm monitoring, Follett catalog, NHLTA dues, legal expenses, and grounds work. The new season's pass for the Squam Lakes Natural Science Center was paid from the Donations account.
 - The Library received its second quarter appropriation (\$8470) from the Town.
 - The Library's financial records were submitted to the auditors. The auditors were also informed that no procedures had changed since last year.

OLD BUSINESS

- **Library Purchase Updates**
 - Jeanne Robillard has stated that TCCAP would pay legal fees for the school board and town attorneys, including consultation with the attorney regarding deed

restrictions. TCCAP will also pay for a special school district meeting if such meeting is required.

- The Trustees reviewed the *Special Counsel Representation Agreement*, from Chris Boldt of Donahue, Tucker & Ciandella, PLLC.
- **A motion was made (Badger) and seconded (Staples) to accept the *Special Counsel Representation Agreement* and sign the *Acknowledgement Concerning TCCAP Transaction*. The motion was approved unanimously, 3-0.**
- The Trustees reviewed the draft of the *Purchase and Sales Agreement*, with some limited comments to be sent to Attorney Boldt.

NEW BUSINESS

- New Hampshire Library Technology Grant Program
 - <https://www.nhcf.org/how-can-we-help-you/apply-for-a-grant/library-technology-grant-program/>
 - The Trustees discussed the competitive grants program, whose purpose is to provide grants “of up to \$10,000 to community libraries to support online access, technology upgrades, distance learning and staff development.”
 - Alice will contact the program coordinator for further information.
 - We identified some areas for consideration – Wi-Fi access, portable devices, presentation equipment, online resources.

OTHER BUSINESS

- **Friends of the Library** – The next meeting of the Friends will be May 26, at which new officers will be elected. It has been suggested that a future social gathering (“meet and greet”) be arranged for the Library Trustees, Library staff and Friends.
- **COVID Protocols** – We discussed our recent closure and noted that no changes are needed in our process. Mardean thanked the director and staff for prompt notification to the Trustees, making the decision to close, and losing only a minimal amount of time. The Trustees noted that timely communication is effective.

NEXT MEETING

- **June 2, 2022** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 6:24 PM.

Minutes submitted by Mardean Badger