

**Ashland Town Library  
Minutes of Library Trustees Meeting  
July 7, 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 June 23, 2022. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Completion of the new library network has been re-scheduled to next week.
- The Summer Reading program is beginning next week.
- The library's new Instagram account is slowly growing.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - We have received our third quarter appropriation from the town.
  - We discussed the timing of financial reports – the town report of wages comes out at the end of the month; our bank statements come out mid-month. David will investigate whether the date we receive the town statement can be adjusted.

**OLD BUSINESS**

- **Policy Updates**
  - The challenged materials policy is in the process of being re-drafted and the technology policy will be reviewed as soon as the final network installation is complete.
- **Job Inquiries**
  - There have been inquiries about the advertised circulation assistant position, but no actual applications for the position.
- **Book Sale** by the Friends of the Library is scheduled for July 16.
- **4<sup>th</sup> of July Parade**
  - Our entry (Alice's car with many library banners) in the 4<sup>th</sup> of July parade was well received. The banners can be re-used for other events.

**NEW BUSINESS**

- **2023 Budget**
  - We started discussing a proposed budget for 2023 and decided that we should create a budget that covers the entire 2023 year's operating costs we will entail when we move into the new building.

**NEXT MEETING**

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

The meeting was adjourned.

*Minutes submitted by Mardean Badger*