

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

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

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

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of July 2, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The Library's August newsletter was distributed.
- Bill Powers is still working on finishing the network installation and configuration.
- Summer Reading program has started with 7 children. In addition to reading stories, various activities with an ocean theme have been provided – kinetic sand, shell bracelets, painted wood wiggly fish, boats to float, pirates, etc.
- To enable the public to use the library catalog, we have installed a tablet on the wall to make access easier.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Regular expenses included books, videos, all utilities, cleaning, supplies, and legal expenses.

OLD BUSINESS

- **Building Purchase Process**
 - We do not have an update from our attorney today.
 - We discussed the typical timeline for a building inspection, which generally follows the approval of a purchase and sale agreement.
 - We need to discuss how we communicate the purchase progress to the public and what role the public can play in moving things forward.
- **Challenged Materials Policy**
 - Sara distributed the draft of the new challenged materials policy, which we will review at our next regular meeting.
- **Alternate Trustee**
 - A person has been approached about serving as an Alternate Library Trustee; she is considering the position.

NEW BUSINESS

- **Patron Computer Policy**
 - The patron computer usage agreement is now on the computer screen as part of the log-on process for patrons.

- **Printer/Copier/Fax Fees Review**
 - A motion was made (Staples) and seconded (Badger) that one uniform fee of \$0.25 per page will be charged for copying, printing, sending and receiving faxes. The motion was approved unanimously, 3-0.
 - A motion was made (Badger) and seconded (Staples) to change the patron borrowing limits – up to 10 items, which may include up to 5 videos. The motion was approved unanimously, 3-0.
- **New Patron Packet**
 - The Trustees viewed the packet of information for new library patrons, which has been re-designed by Terry.
- **Friends of the Library**
 - The recent book sale resulted in \$898 income. There are enough books for another sale, possible at the Town Wide Yard Sale on September 17.
 - Use of a large tent was donated by a Campton resident.

OTHER BUSINESS

- **2023 Budget** was discussed at length. Each continuing category was discussed and most of those items will stay the same as the 2022 budget. The new categories representing the operation and maintenance of the new building were discussed, noting that additional information was needed for a few of the items. It was decided that the total increase in the budget (staff and building operations) will be no more than the estimates that were explained in the handout at the Deliberative Session. Additional work on the budget will continue at our meeting on July 28, 2022.

NEXT MEETING

- **July 28, 2022** – Library Trustees Meeting (2023 Budget) – 5:30 PM at the Ashland Town Library.
- **August 4, 2022** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 7:40 PM.

Minutes submitted by Mardean Badger