

**Ashland Town Library
Minutes of Library Trustees Meeting
August 18, 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 August 4, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The summer reading program (stories, inside and outside activities, prizes, certificates, etc.) ended Monday of this week.
- Terry met with Bill Powers for 3 hours to continue the network setup; some additional time is needed.
- Sara related a recent vandalism incident, involving damage to one of the Adirondack chairs by teens. The library has received a check from a family to cover the cost of replacing the chair, with any excess to be used as a donation.
- The library staff are beginning to plan fall or winter programming, including children's programs, DIY workshops, and presentations by other groups.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Regular expenses included audios, books, cleaning, fire alarm, utilities, boiler service, and legal fees.
 - A Pemi River Fuels invoice (\$356.65) for service and valve replacement has been paid from the Maintenance account. Reimbursement from the Scribner Fund will be requested.

OLD BUSINESS

- **Building Purchase** – There was no progress to report on the purchase of the school building for the library.
 - Prior to our next meeting, we will contact our attorney regarding any update on the purchase.
 - The trustees discussed how and what to communicate to the public about the status of the school building purchase.
- **Cleaning Contract**
 - In order to prepare an accurate estimate for cleaning the school building, Joyce Janitorial would like to view the building interior. Jeanne Robillard indicated we can make arrangements with Jerry Milliken.
- **Building Maintenance**

- The back entrance ramp is in poor and unsafe condition, with loose and warped floorboards, protruding screw heads, peeling paint, and loose railing. We will have someone look at the ramp and advise on repair or replacement.

NEW BUSINESS

- **Recent boiler maintenance** included an annual service and replacement of a relief valve, as required by a recent inspection by the NH DOL for Primex. Confirmation of the completed work was sent to the Town Office. Steve Heath (Fire Chief) and Devon Thibeault (Building Inspector) will also be notified of the service completion. The invoice (\$356.65) has been paid from the library's Maintenance account.
 - **A motion was made (Badger) and seconded (Staples) to submit the paid invoice to the Town Trustees for reimbursement from the Scribner Building and Park Trust fund. The motion was approved unanimously, 3-0.**
- **Policy Updates** – The Trustees continued their review of four new and updated policies: *Collection Development Policy*, *Challenged Materials Policy*, *Procedure for Dealing with Challenged Resources*, and the *Citizen's Request Form for Re-Evaluation of Library Resources*.
 - **A motion was made (Badger) and seconded (Staples) to approve the revised *Collection Development Policy*. The motion was approved unanimously, 3-0.**
 - **A motion was made (Badger) and seconded (Ruell) to approve the new *Challenged Materials Policy*. The motion was approved unanimously, 3-0.**
 - **A motion was made (Badger) and seconded (Ruell) to approve the revised *Procedure for Dealing with Challenged Resources*. The motion was approved unanimously, 3-0.**
 - **A motion was made (Badger) and seconded (Staples) to approve the new *Citizen's Request Form for Re-Evaluation of Library Resources*. The motion was approved unanimously, 3-0.**

OTHER BUSINESS

- **Foundation** – The trustees and the library director are going to investigate the process for forming a foundation, its powers and responsibilities.
- **Friends of the Library** – At their recent meeting, the Friends approved having a second book sale on September 17, during the Town-Wide Yard Sale. The Friends also approved the purchase of a patron pass to the McAuliffe-Shepard Discovery Center, and discussed future purchases and subscriptions.

NEXT MEETING

- **September 1, 2022** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.
- **September 15, 2022** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 6:37 PM.

Minutes submitted by Mardean Badger