

**Ashland Town Library  
Minutes of Library Trustees Meeting  
September 1, 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 18, 2022. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- The replacement Adirondack chair has been received and set up.
- Sara and Terry will be at the Ashland Elementary School Open House, September 21, for library card signup and library promotion.
- JD Design is making a temporary overlay with corrected library hours to put on our outside sign.
- We discussed purchasing new Christmas candle lights and light strings. Sara will put an order together.
- We will further discuss some ideas for participation in Christmas Night in Ashland.
- Sara is continuing to research the establishment of a library foundation. A foundation must exist for 1 year before applying for 501(c)(3) status with the long form.
- A recent newspaper article was shared about a book challenge in Rochester, NH.

**TREASURER'S REPORT**

- The Treasurer's report was presented at our last meeting.

**OLD BUSINESS**

- **Building Purchase Process**
  - Our attorney has had communication from the BOS attorney regarding the next step in purchasing of the building.
- **Policy Updates**
  - The Trustees had requested the director to select some policies that need reviewing. The next one we will review and revise is the *Library Trustees' Bylaws*, which was last updated in 1997.
  - The *MOU between the Ashland Town Library and the Friends of the Ashland Town Library* was reviewed in 2019, but never completed. We will review the updated draft at our next meeting and then forward it to the Friends for their input.
  - Alice shared a document titled "*Libraries Need Friends: A Toolkit to Create Friends Groups or to Revitalize the One You Have,*" prepared by United for Libraries, a division of the American Library Association.

- **Building and Grounds**
  - Dan Vaughn has looked at the back handicapped ramp and identified some of the repairs that are needed. Sara will contact a few carpenters (with insurance) who could make any needed repairs.
- **Technology**
  - Sara has the data for all the new technology equipment that has been purchased and installed. She will prepare the updated technology inventory for us to review prior to updating the technology plan.

### **OTHER BUSINESS**

- **Meeting Schedule**
  - We reviewed the calendar for the next three months to set meeting dates.
    - September 15 and 29.
    - October 20.
    - November 3 and 17.

### **NEXT MEETING**

- **September 15, 2022 – Library Trustees Meeting** – 5:30 PM at the Ashland Town Library.
- **September 17, 2022 – Library Book Sale** – 9 AM to 1 PM on the Library Lawn (same day as Town-Wide Yard Sale).

The meeting was adjourned at 6:40 PM.

*Minutes submitted by Mardean Badger*