

**Ashland Town Library  
Minutes of Library Trustees Meeting  
September 15, 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 (Staples) and seconded (Ruell) to approve the minutes of September 1, 2022. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Sara and Terry will attend the Ashland Elementary School Open House (Sept 21) to share brochures about library services and resources, demonstrate library technology (laptop, tablet) and host library card sign-ups. They will also share photos of the future home of the Ashland Town Library in the Historic School.
- Sara has contacted Squam Lakes Association to discuss providing a Story Walk installation in Whitten Woods.
- Sara has received an application for the Circulation Assistant position.
- On September 14, Sara and Terry spent time at the library while Bill Powers worked an additional 3.5 hours on the new library networking. Upon opening the library the next day, there were problems accessing the technology and there still is not a separate network for patron use. Sara expressed her concern with the length of time that the networking setup has taken, while still not having a complete system as originally planned. The Trustees also expressed their concern with the lack of progress by the consultant.

**NON-PUBLIC SESSION**

- **A motion was made (Badger) and seconded (Staples) to enter non-public session for the purpose of NH RSA 91-A:3, I(b), the hiring of any person a public employee. The motion was approved by a unanimous 3-0 roll call vote. The Trustees and the Library Director entered non-public at 5:33 PM.**
- The Trustees and Library Director reviewed information about a job applicant, who will be interviewed at a future date.
- **At 5:44 PM, a motion was made (Badger) and seconded (Staples) to return to open session. The motion was approved unanimously, 3-0.**

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - Expenditures included books, videos, supplies, utilities, Internet, a new sign with updated library hours, copier supplies, replacement of lawn chair, state boiler inspection fee and legal fees.
  - The repairs to the boiler (\$356.65) will be reimbursed from the Scribner trust.

- David is troubleshooting conflicting bills from Stanley Convergent Security Solutions, some of which were billed to the new Library account and some to the old account from the Scribner Trustees.
- A \$500 donation was received from the Charlotte Palmer Phillips Foundation.

### **OLD BUSINESS**

- **Building Purchase Process** will be updated by our attorney at the next meeting.
  - Jerry Milliken (TCCAP) can meet with Joyce Janitorial to prepare an estimate for cleaning the building.
- **Policy Update**
  - The Trustees discussed the current version of the Trustees’ Bylaws and some sample policies from other libraries. Alice will work on a new draft for us to review.
  - An updated draft of the MOU between the Library and the Friends will be forwarded to the Friends for their input.
- **2023 Budget**
  - The Trustees have been asked to meet with the Town Manager and the Finance Director to review our 2023 budget proposal. A date will be scheduled.
- **Building and Grounds**
  - Sara has contacted a local carpenter to arrange a time to look at the ramp and recommend repairs that are needed.
- **Christmas Night in Ashland**
  - New Christmas lights and candles have been ordered.
- **Library Book Sale**
  - The book sale sponsored by the Friends is September 17.
- **Historical Society Program**
  - David Ruell will present the “History of the Ashland Town Library” on October 6 at 7:00 PM in the Historic School at 41 School Street.

### **NEXT MEETING**

- **September 29, 2022 – Library Trustees Meeting** – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 7:03 PM.

*Minutes submitted by Mardean Badger*