

**Ashland Town Library  
Minutes of Library Trustees Meeting  
October 20, 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 September 29, 2022. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Sara and Terry attended a webinar on creating a “Library of Things,” including costs, circulation procedures, and creating MARC records. Some examples we mentioned included collections of birding items, cakepans, boardgames, fishing poles, etc.
- The state ILS system will be down on November 5 for about 2 hours. While this will impact how we access online catalog and circulation procedures, we decided to remain open during that time.
- Ashland Town Library has received confirmation of our selection for a story walk at Whitten Woods in March and April, in partnership with Squam Lakes Association and Squam Lakes Natural Science Center. The library has chosen the book (*No Two Alike*, by Keigh Baker), will purchase 3 copies for SLA to laminate, will create take and make craft kits, will offer a story time, and will help promote the project. The SLA will put out the story walk, send out press releases, and post information on their website. Squam Lakes Natural Science Center will also help spread the word and might offer a public program.
- The Ashland Elementary School Halloween parade will be on Friday, October 28, at 1:00 PM.
- The transitional housing group at 71 Main Street (NFI) is interested in getting a group library card for the residents and staff. Sara will work out the parameters of the group card.
- Sara is working on Christmas programming, including activity kits and books.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - Usual expenditures included books, audios, videos, supplies, magazines, utilities, fire alarm, cleaning, the Weebly website fee, Post Office box rental (\$312), Christmas decorations (\$160), technology consulting fee (\$708), and legal fees (\$728).
  - We also received the reimbursement for the furnace repairs from the Scribner fund and received the final town appropriation of \$8,470.

## **OLD BUSINESS**

- **Building Purchase Process**
  - The purchase process is continuing.
  - A patron has asked for information on renovation, moving and staffing costs. Mardean will provide him with the information, including our proposed 2023 budget.
- **Policy Updates**
  - We continued working on a draft of Trustee Bylaws, with many changes in wording discussed. Discussion will continue at our next meeting.
- **Building and Grounds Maintenance**
  - Sara contacted Chuck Reynolds to look at the ramp and prepare an estimate of repair costs.
  - All outdoor furniture has been put away for the winter.
  - Christmas lights can be put up any time. Christmas Night in Ashland is the first Friday in December.
  - We received a copy of the winter plowing contract from 3 Lakes Landscaping, for the historic school. Alice let them know that currently TCCAP will be responsible for the plowing this winter. However, the contract gives us a good idea of the cost and structuring of the services for planning for the following year's budget.
- **Technology**
  - All technology and networking for patrons and staff is working.

## **NEXT MEETING**

- **November 17, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 7:05 PM.

*Minutes submitted by Mardean Badger*