

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

DIRECTOR'S REPORT

- The new employee is working quite well, and her schedule is being worked out.
- Mid-State Health Center will be at the Town Library to assist people with selecting health insurance. The schedule is as follows: 11/17 (1-3 PM); 11/18 (2-4 PM); 12/9 (2-4 PM); 12/22 (1-3 PM); 1/13 (2-4 PM); and 1/26 (1-3 PM).
- Sara provided the Trustees with a spreadsheet of all library policies, including date of adoption, effective date, amended dates, date of last review, review period, and next review date.
- About 150 Ashland Elementary students stopped at the Library during the Halloween Parade.

OLD BUSINESS

- **Trustee Bylaws**
 - We reviewed the section relative to Trustee membership in Library organizations. The library budget currently pays for Trustee membership in the NH Library Trustees Association (approximately \$120 annually). We considered adding membership in the NH Library Association.
 - **A motion was made (Staples) and seconded (DR) to approve paying from the library budget for NH Library Association membership for the 3 Trustees and the Library Director, at approximately \$85 per year. The motion was approved unanimously, 3-0.**
- **Policy Review**
 - After looking over the policy spreadsheet, the Trustees decided to next review any policies that were last approved or amended in the 1990's, including *Reference*, *Workers Compensation*, *Family Medical Leave*, and *Personnel File*. We will continue our review of *Trustee Bylaws*.
- **Building and Grounds Maintenance**
 - We have not received any feedback from the latest person contacted about repair of the rear ramp. At minimum, we need to make sure the screws are flush with the surface to prevent any trips or falls.

- **Friends of the Library, Report by David Ruell**
 - The new officers of the Friends of the Library are David Ruell, Chair; Betty Marsh, Treasurer; Ann Richards, Recording Secretary; and Nicole Gauvreau, Corresponding Secretary.
 - The MOU between the Friends of the Library and the Library Trustees was approved by the Friends. **A motion was made (Ruell) and seconded (Staples) for Alice Staples, Chair of the Library Trustees, to sign the MOU for the Trustees. The motion was approved unanimously, 3-0.** Nicole Gauvreau will sign for the Friends.
 - The Friends discussed the Christmas Night in Ashland activities. They will not be doing the Polaroid photos with Santa, as the outdoor temperatures are too cold for Polaroid film. They have approved spending up to \$600 for children's books to give away.
 - Pease Library in Plymouth is interested in coordinating a joint program (tentatively, behavior of cats) with the Ashland Library and Friends.

NEW BUSINESS

- **Selectboard Meeting**
 - The Library Trustees reviewed the proposed 2023 library budget and the P&S agreement for the Historic School, in preparation for attending the November 7 Selectboard meeting relative to 3 items on the BOS agenda – *Review Library Budget, Question of Signing an Amended P&S for 41 School Street, and Question of Bidding for Inspection Services for 41 School Street.*

NEXT MEETINGS

- **November 17, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **December 1, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **December 15, 2022 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **Budget Committee Meetings – November 15 and November 29.**

The meeting was adjourned at 6:38 PM.

Minutes submitted by Mardean Badger