

**Ashland Town Library
Minutes of Library Trustees Meeting
November 17, 2022**

Trustees Present: Alice Staples, David Ruell, Mardean Badger
Others Present: Sara Weinberg, Director

The meeting was called to order at 5:32 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of November 3, 2022, and November 9, 2022. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Ashland Town Library and Pease Public Library (Plymouth) are co-sponsoring a program on cat behavior. The Friends are funding the cost of the program (\$169). The program will be held virtually on February 7, at 6:30 PM, through Pease Public Library's Zoom account.
- The Pond and Peak group will be distributing children's books at the Library for the Christmas Night in Ashland.
- The library staff is planning the winter programs.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Expenditures included books, videos, audios, subscriptions, utilities, cleaning, supplies, and legal fees.
 - Sara, David and MVSBS are working on clearing a fraudulent charge on our account.

OLD BUSINESS

- **Building Purchase Process**
 - The Purchase and Sale Agreement, signed by the BOS and the Library Trustees, will now be forwarded to TCCAP and the School District.
 - Sara will draft a brief description of the remaining steps in the purchase process to share with the public.
 - Alice updated Ward D'Elia on the status of the purchase. Mr. D'Elia noted that the engineer did not do a weight bearing study during the renovation of the building, but it can still be done.

NEW BUSINESS

- **Budget Process**
 - The Trustees reviewed a draft letter clarifying that it is the Budget Committee who has the authority to review the Library's budget. The letter will be sent to the Selectboard members, the Town Manager and the Budget Committee.

- **Capital Reserve Fund**
 - At our next meeting, we will discuss our next Capital Reserve fund request and how much we will request. We will also discuss a future warrant article to establish a Capital Reserve Fund for maintenance of the library building.

NEXT MEETING

- **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.**

The meeting was adjourned at 6:44 PM.

Minutes submitted by Mardean Badger