

**Ashland Town Library
Minutes of Library Trustees Meeting
December 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

- Approval of the November 17, 2022, minutes was tabled to the next meeting.

DIRECTOR'S REPORT

- The Library's activities for Christmas Night in Ashland were well-attended by about 75 children.
- The Pond and Peak Reading Council is the organization that has distributed children's books in the past. The group is disbanding within the next few months and is in the process of giving away their remaining books. The Friends of the Ashland Library may be interested in giving away books to children during special events; they will discuss this further.
- Sara shared some staff scheduling issues for January, into the first week of February.
- Holiday closing dates are December 24, 26 and 31; January 2.

RECESS

- **At 5:34 PM, a motion was made (Badger) and seconded (Ruell) to recess the meeting for legal consultation. The motion was approved unanimously, 3-0.**
- At 5:55 PM, Alice Staples re-convened the meeting of the Ashland Library Trustees.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Expenses included books, magazines, supplies, utilities (cleaning, fire, telephone, Internet, etc.), security system monitoring for the first quarter, heating fuel, bookshelves, and legal fees.
 - **A motion was made (Badger) and seconded (Staples) to pay the \$1,000 down payment, as required by the Purchase and Sale Agreement, for purchase of the Historic School and withdraw the \$1,000 from the Library's Building Fund. The motion was approved unanimously, 3-0.**
 - The Treasurer reviewed the end-of-the-year finances.

OLD BUSINESS

- **Building Purchase Process**
 - We are awaiting Ashland School Board action on placing an article on the warrant regarding the Right of First Refusal. The Ashland BOS required that a provision be included in the Purchase and Sale Agreement to ask the School District voters for their decision on the Right of First Refusal. If the voters were to approve the

warrant article to exercise the Right of First Refusal, the School District would have to raise and appropriate \$400,000 to repurchase the Historic School from TCCAP. The School Board will be meeting soon to discuss the proposed warrant article.

- We briefly discussed additional fund raising, especially relative to moving the contents of the library to the new building.
- **Building and Grounds Maintenance**
 - When David and Mardean were putting up the Christmas lights recently, they discovered that none of the outside electrical outlets were working. They were in working order last Christmas. Sara will contact an electrician to determine the source of the problem.

NEW BUSINESS

- **Capital Reserve Fund**
 - **After discussion, a motion was made (Staples) and seconded (Ruell) to submit a petitioned warrant article for the addition of \$15,000 to the library capital reserve fund. The motion was approved unanimously, 3-0.**
 - The capital reserve fund (“Ashland Library Building Fund”) was established in 2015 “for the purpose of purchasing, building and/or renovating a facility (including furnishing and equipment) for the Ashland Town Library.” January 10 is the deadline for submitting the signed petition to the Town Office.
- **Annual Report**
 - Alice and Sara will draft the Library’s annual report to be submitted for inclusion in the Ashland Town Report.
- **Ashland Budget Committee**
 - David will keep us apprised of the town’s Budget Committee schedule and when we might be called in to report on the Library’s proposed 2023 budget.
- **2023 Meeting Schedule**
 - We will continue our schedule of 2 meetings per month, on the 1st and 3rd Thursdays, subject to change:
January 5 and 19; February 2 and 16; March 2 and 16.

NEXT MEETING

- **January 5, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 6:36 PM.

Minutes submitted by Mardean Badger