

**Ashland Town Library  
Minutes of Library Trustees Meeting  
January 19, 2023**

**Trustees Present:** Alice Staples, David Ruell, Mardean Badger  
**Others Present:** Sara Weinberg, Director; Anne Richards

The meeting was called to order at 5:33 PM by Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of January 5, January 10, and January 14, 2023. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Sara presented to the Trustees the chart of eligible 2023 vacation days for Library staff. The Trustees signed the report for submission to the town.
- Sara will investigate various companies that do payroll processing and will compare costs with what we pay the town. The town currently charges \$3.03 per check for processing, which includes \$.53 postage/check.
- The Library is adding Wonderbooks, which combine the print version of the book with a ready-to-play audiobook.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - David reviewed the final figures of the 2022 budget, including over-expended lines.
  - David reviewed 2022 expenditures since the last report, including audios, books, supplies, copy supplies, check charges, etc.
  - The balance of the 2022 appropriation was received, \$3,229.20.
  - Other 2023 expenditures included Park Street Foundation, movie license fee, Downloadable Books, books, supplies, utilities, cleaning, fire alarm, periodicals, and legal fees.
- **2023 Appropriation**
  - It is time to request the schedule and amounts of the 2023 town appropriation. The consensus was to divide the non-payroll portion of the budget into even quarterly payments. David will notify the Board of Selectmen of our decision.

**OLD BUSINESS**

- **Building and Grounds Maintenance**
  - Dan will periodically check and correct any protruding screw heads on the ramp.
  - Christmas lights need to come down soon.
- **Reference Policy** was reviewed, with some suggested changes from Sara. **A motion was made (Ruell) and seconded (Staples) to approve the amended policy. The motion was approved unanimously, 3-0.**

- **Technology Plan**
  - Sara has prepared some rough notes and suggested edits for the Technology Plan. We will review this as a future meeting.
- **Human Resources Training**
  - Sara shared information about 2 human resources training companies (Pryor Learning and Skye for Business), their programs and costs. We will discuss this further at a future meeting.
- **Friends of the Library**
  - A joint meeting of the Friends, the Trustees, and the staff will be held on January 26, at 5:30 PM.
- **Alternate Trustee**
  - We are still working to find people who might be interested in an Alternate Trustee position.

### **NEW BUSINESS**

- **Getting Out the Vote**
  - We discussed at length how to prepare for the town and school deliberative sessions and voting day. Priorities included fighting the ‘rescind’ movement and explaining the meaning of the school warrant article regarding the ‘right of first refusal.’ Tasks include writing letters and articles, distributing flyers and handouts, presence at the polls, urging people to come and bring other supporters.
- **Letters of Intent (Charitable Giving)**
  - Some people have expressed interest in pledging gifts to support operating expenses, establishing memorial funds, or assist with purchasing of furniture and equipment.
  - We need to set up a format for pledge letters and gifts.

### **NEXT MEETING**

- **February 2, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 7:34 PM.

*Minutes submitted by Mardean Badger*