

**Ashland Town Library
Minutes of Library Trustees Meeting
February 2, 2023**

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.

DIRECTOR'S REPORT

- The annual report for the State Library is being prepared.
- The February newsletter has been distributed. The March newsletter will include information about voting.

OLD BUSINESS

- **Deliberative Sessions**
 - Our attorney, Chris Boldt, will be at the town and school deliberative sessions. We reviewed some deliberative session procedures.
- **Handout for Deliberative Session**
 - We discussed format and content for a handout for the deliberative session. Mardean will put it together.
- **Open Houses at Historic School**
 - We discussed possible times for open houses at the Historic School and will check with Jeanne Robillard to confirm. The TCCAP building will be used as a warming center on Saturdays, from 11 AM to 4 PM, beginning on February 4 and ending on April 30.
 - Possible tagline – *“There has been a lot of misinformation about the building – Come and see it for yourself.”*
- **Signage for Voting Support**
 - The Friends have agreed to pay for election signage. Some of the previous signs can be edited and reused; some new signs will be needed. The three main points are – Vote yes on Article 16 [capital reserve fund]; Vote no on Article 31 [rescind]; Vote no on School Article [right of first refusal].
- **Trustees Bylaws**
 - **A motion was made (Ruell) and seconded (Staples) to approve the amended Trustees Bylaws. The motion was approved unanimously, 3-0.**

NEW BUSINESS

- **Trustees Email**
 - Sara set up a new email account, ashlandlibrarytrustees@gmail.com, for the Trustees. The email address will be put on the website.
- **Payroll Services**
 - Of the three payroll services contacted, only one responded. That local company would charge the library \$504 per month for weekly payroll service. Our current annual expense for payroll services through the town is about \$628.

- **Human Resources Training**
 - We will review HR training programs after the March town vote.

OTHER BUSINESS

- **Letters of Intent (Charitable Giving)**
 - Any form that we create for pledges and gifts for library support must include an option for keeping the donor's name confidential or anonymous.

UPCOMING MEETING SCHEDULE

- March 2 and March 16
- April 6 and April 20

The meeting was adjourned at 6:49 PM.

Minutes submitted by Mardean Badger