

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

**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 (Ruell) and seconded (Staples) to approve the minutes of January 19 and February 2, 2023. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- The annual report has been completed and submitted to the State.
- The inventory of the adult collection has been completed, while the inventory of the DVD's is near completion.
- The library has added a new resource for children ages 3 and older. The Toniebox (<https://us.tonies.com>) plays stories and songs from a screen-free little box that does not require the Internet and is easy for children to operate.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - Recent expenses include books, supplies, program supplies, cleaning, website, fire alarm, utilities, World Book Encyclopedia annual subscription, NHLA dues, legal expenses.
  - We are waiting for the first quarter appropriation from the town.

**OLD BUSINESS**

- **Building Purchase Process**
  - The mailer explaining the relevant warrant articles on the ballot was mailed today. Expenses for the mailer printing, postage and for signs were paid by the Friends of the Library.
  - We discussed the recent inspection report of the TCCAP building prepared by the State Fire Marshall. Two issues that the fire marshall cited should be corrected – our most recent plan for the circulation area includes fire-rated doors with magnetic closers and the walkway from the handicapped parking spots to the elevator entrance is handicapped accessible.
  - Open Houses will be conducted at the Historic School/TCCAP building on March 9 and March 11. The building will be accessible for setup at 4:30 on March 9 and at 8:00 on March 11.

## **NEW BUSINESS**

- **Payroll Issue**
  - One of our part-time employees is having all her pay going to withholding for taxes. The payroll company states that therefore they cannot issue her a paystub since she does not receive a paycheck. This will be further investigated with the town, payroll company and Department of Labor.
- **Friends of the Library**
  - The Friends of the Library have donated to the Library a pass for the Children's Museum of NH in Dover. Other passes available for library patrons are the Squam Lakes Natural Science Center, the Currier Museum, and the McAuliffe-Shepard Discovery Center.

## **OTHER BUSINESS**

- We have gathered samples of donation and pledge letters from other libraries, to help us create one of our own.
- The formation of a foundation should be investigated.

## **NEXT MEETING**

- Re-scheduled -- March 23, 2023 – Library Trustees Meeting – 9:30 AM at the Ashland Town Library.

The meeting was adjourned at 6:49 PM.

*Minutes submitted by Mardean Badger*