

**Ashland Town Library
Minutes of Library Trustees Meeting
July 12, 2023**

Trustees Present: Alice Staples, David Ruell

Others Present: Sara Weinberg, Director

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

APPROVAL OF MINUTES

- The minutes of June 28, 2023 will be approved at our next meeting.

DIRECTOR'S REPORT

- Pond and Peak is donating a granite bench in memory of Sue Longley; it will be installed sometime in September, location to be determined.
- Mango Security will come and inspect security/fire systems in mid-August.
- The hours sign has been updated by JD Designs.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
- Recent expenses included books, magazines, program supplies, cleaning, utilities.
- Other expenses and purchases included the gaming system and screen for the teen room.
- We received the transfer from the Scribner Trust Fund for asbestos removal and other maintenance projects.
- We received our quarterly appropriation from the town.

OLD BUSINESS

Policy updates – A motion was made (Ruell) and seconded (Staples) to approve the updated employee personnel file access policy. The motion was approved unanimously, 2-0.

Building and grounds maintenance – We discussed the estimate from Pemi River Fuels for removal of underground oil tank and placement of a new tank in the basement. We discussed the issue of switching to propane at some point in the future, and also discussed the possibility of solar panels. We will follow up with questions for Pemi River Fuels. Alice reported on a conversation with Ward D'Elia. He is willing to work with us, but is not available until the end of August. Alice also reported on a conversation with Baker Valley Floors regarding their estimate to remove and replace the asbestos tiles at the back door and the rest room. They were seemingly not aware that the tiles were asbestos so will get back to us with another estimate. We discussed the possibility of covering the tiles with vinyl.

Friends of the Library - \$1,071 was made at the Book Sale on July 8. The Friends purchased a telescope, pickleball equipment, and a book about Civil War Quilts. They are waiting to confirm dates for three programs, one on loons, one on moose and one on quilts.

Fourth of July – Alice Staples decorated her car with pages from a children’s book, *America the Beautiful* and Friends of the Library members Anne Richards and Kate Dwyer walked the parade route and gave out bookmarks with museum pass information and Smarties candy.

NEW BUSINESS

- **Budget 2024**

We completed a first draft of the budget for 2024. Cleaning costs have increased to \$4,265. We added lines for Furniture, Library of Things, and Payroll. We separated Tech Support and Catalog into two lines, and changed Fuel Oil line to Heating. We will have further discussion on this and also discuss wages at our next meeting.

Non-Public

A roll call vote was taken to go into non-public session per RSA 91A: Personnel. Staples and Ruell voted to hold a non public meeting, lasting from 7:24pm-7:34pm.

The meeting was adjourned at 7:35pm.

Minutes submitted by Alice Staples