

**Ashland Town Library  
Minutes of Library Trustees Meeting  
April 20, 2023**

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

The meeting was called to order at 5:30 PM by Alice Staples.

**APPROVAL OF MINUTES**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of March 22, 2023. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- The library staff is continuing to work on the relocation of the historic collection to the main floor of the library and the relocation of the teen materials to an upstairs room.
- The staff is doing the annual inventory and weeding of the children's collection.
- The summer reading program, "All Together Now," will start in mid/late June, which is a little earlier than usual, due to school getting out earlier.
- New Wednesday hours (1 to 5 PM) will start on May 3.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements. About one third of the budget has been spent, at about one third of the way through the year.
  - The library received the new quarter's town appropriation, \$7250.
  - Recent expenditures include books, videos, supplies, magazines, cleaning, security system, fire alarm, electricity, telephone, water and sewer.
  - Furniture for the new teen room was purchased (\$445), which includes a desk, desk chair, 4 chairs, coffee table, rug, bench seat, lamp, and pod seats.
  - Fire extinguishers were inspected.
  - Fuel was purchased (\$2655), which was the first bill since November.
  - Two recent legal invoices (for \$1,111.26 and \$304) have been forgiven by our attorney.

**OLD BUSINESS**

- **Policy Updates**
  - After Alice's review of our policies, she suggested that we update the *Personnel File Policy*. Mardean will look at samples of similar policies (including the Town of Ashland policy) for possible revisions.
- **Building & Grounds Maintenance**
  - Lawn -- We need some volunteers for lawn work cleanup.
  - Windows -- Sara noted that all the windows need a thorough cleaning inside and outside, which has not been done for some time. She also noted that some of the

plastic framework and weatherstripping is deteriorating and some windows are difficult to close after they are opened.

- Lights -- A few issues with lights were noted. The light in front of the fireplace may need a new ballast, and a light in the reference room may need a new bulb or ballast.
- Teen Room -- Bob Inkell has given us an estimate of \$1350 (including materials) for repairs in the new teen room upstairs – removing cracked plaster by the fireplace, replacing with sheetrock, patching a ceiling crack, priming and painting the room. He has asked for \$450 down payment, with the balance due upon completion.
  - **A motion was made (Badger) and seconded (Staples) to authorize the expenditure from the Maintenance line of our budget. The motion was approved unanimously, 3-0.**
  - **A motion was made (Badger) and seconded (Staples) to then request reimbursement of the expenditure from the Scribner funds held by the Town Trustees. The motion was approved unanimously, 3-0.**
- Asbestos -- We discussed the removal of asbestos that is on the basement heating pipes, in the crawl space under the library and in the bathroom and hall floor tiles. David will contact about 3 vendors from the NH list of licensed asbestos vendors to get estimates.
- Fuel Tank -- The in-ground oil tank is quite old (maybe about 40 years old) and should be replaced, either with an above-ground tank or a tank in the basement. Sara will contact PemiRiver Fuels to get some beginning recommendations.
- ADA – There are several forms we can use to begin verifying how our space does or does not meet ADA requirements. For instance, we can evaluate the ramp’s slope, location and condition, and also measure space needed for a fully ADA-compliant bathroom.
- Fire Escape -- We need to find someone knowledgeable about a fire escape from the second floor. What kind is allowed? Where? How?
- Storm Door – Sara will ask Bob Inkell if he can replace the storm door. We also had an estimate from Granite State Glass in January 2022, which included complete replacement of the door for \$1,225.
- Fire & Life Safety – We would like to have an independent evaluation of fire and life safety issues in the library, to help advise on future needs.
- **Payroll**
  - The town has changed to a new payroll company and one staff member is now getting her payroll stub showing all earnings going toward withholding taxes.
- **Friends of the Library**
  - David reported on recent activity from the Friends. They are purchasing a 1-year pass to Canterbury Shaker Village and are purchasing two bird watching kits. The summer book sale will be from 9 AM to 1 PM on Saturday, July 8, with sale by donation. The Friends will sponsor 3 programs this year: Loon Preservation Committee presentation in August, NH Fish and Game Wildlife program on Moose in New Hampshire in September, and a NH Humanities program on Civil War Quilts in early November.

### **NEW BUSINESS**

- **Attorney** – Alice has written a letter to our attorney Chris Boldt (Donahue, Tucker & Ciandella), expressing our gratitude for his work for us and for his forgiveness of his last two invoices.
- **July 4<sup>th</sup>** – This year’s July 4<sup>th</sup> theme is “America the Beautiful.” We will begin thinking about how the library will participate in the celebration.
- **Staff Evaluations** – Evaluations of the staff and director were last done in 2019. Between March and the summer, we will start this year’ evaluation process.

### **NEXT MEETING**

- **May 4, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **Additional Meetings – May 18, June 1, June 29.**

The meeting was adjourned at 7:05 PM.

*Minutes submitted by Mardean Badger*