

Ashland Town Library
Minutes of Library Trustees Meeting
May 4, 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.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of April 20, 2023. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The staff has prepared a brochure "*Passes to Area Attractions*" to promote the passes that are available through the library — Children's Museum of New Hampshire, Currier Museum of Art, McAuliffe-Shepard Discovery Center, Squam Lakes Natural Science Center, and Canterbury Shaker Village.
- Renovation of the new upstairs teen room is progressing. Some rearrangement in the children's room is being considered to provide a few reading nooks.
- Bob Inkell will give us a quote on replacing the front porch door.
- PemiRiver Fuels has been contacted to give us some options regarding replacement of the oil tank and the feasibility of putting a new tank in the basement.
- Sara has researched some sign options (through a traffic sign company) for directing patrons to the rear of the library, because the ramp access is not visible from the front granite steps. We talked about size, location, wording ("ramp at rear") and the possibility of including the blue/white library symbol.
- Sara is getting an estimate for a computer system (maybe a gaming system) for the teen room. Alice has found a possible source for a technology grant that could be used for this computer.
- A baby changing station is being ordered for the bathroom.

TREASURER'S REPORT

- An update of the budget will be provided at the next meeting.

OLD BUSINESS

- **Policies**
 - We reviewed the updated Technology Plan, which includes a narrative with goals and objectives and a spreadsheet which lists the current equipment. The plan will be reviewed and updated annually, including progress on the objectives.
 - The Personnel File Policy will be reviewed at the next meeting. Mardean distributed a first draft of changes for discussion.
- **Building and Maintenance**
 - **Asbestos** — We have received 2 estimates to remove asbestos pipe and loose insulation from the basement and crawl space. The estimates (\$12,800 and \$27,210) were provided by companies on the state-approved list of asbestos removal companies.
 - **A motion was made (Ruell) and seconded (Staples) to contract with Accurate Environmental Inc. for removal of the basement asbestos**

pipe insulation, for a contract price of \$12,800. The motion was approved unanimously, 3-0.

- Alice signed the contract. David will send the contract to Accurate and inquire about dates and a certificate of insurance. We will close the library (approximately 4 days) while the asbestos is being removed. We would like to have it done before school is out. We will have to re-insulate the pipes after the asbestos removal. Mardean will check with Devon Thibeault, the town building inspector, to ask if we need to file any town building permit for the work.
- **A motion was made (Staples) and seconded (Ruell) to use Scribner funds to pay for the asbestos removal. The motion was approved unanimously, 3-0. David will contact the Trustees of Trust Funds to request the funds.**
 - **Oil Tank** — Pemi River Fuels will visit the library on June 2 to look at options for replacement of the outside, in-ground oil tank. They should be able to tell us if the tank can be put in the basement or will have to go outside.
 - **Outside water faucets** need to be repaired or replaced, so they can be used and shut off for the winter. A licensed plumber will be contracted for the work.
 - **Fire Safety** — David will ask Steve Heath for guidance on identifying fire safety or life safety issues so we can begin addressing them gradually.
- **Alternate Library Trustee** -- Fran Newton has volunteered to be an Alternate Library Trustee.
 - **A motion was made (Staples) and seconded (Ruell) to forward Fran Newton's name as Alternate Library Trustee to the Board of Selectmen. The motion was approved unanimously, 3-0.**
 - Alice will forward her name to the Board of Selectmen, as per NH RSA 202-A:10 “ . . . *The board of library trustees may recommend to the appointing authority the names of no more than 3 persons who may serve as alternate members on the board when elected members of the board are unable to attend a board meeting. The alternate members shall be appointed to one-year terms.*”

OTHER BUSINESS

- **Staff Evaluation**
 - Sara will complete the performance evaluations of 4 staff members by the end of June.
 - The Trustees will complete their performance evaluation of the Library Director by the end of June, using the previously designed rubric and checklist.
- **Building Purchase**
 - Jeanne Robillard of TCCAP forwarded an email from Fred Welch, Ashland Town Manager, stating that the town has hired a structural engineer (Dan Martel of Team Engineering) who will complete the inspection of the Historic School as required by the Purchase and Sale agreement, The inspection will take place on Tuesday, May 9, at about 9:00 AM. David Ruell will try to be there.

NEXT MEETINGS

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

The meeting was adjourned at 7:27 PM.
Minutes submitted by Mardean Badger