

**Ashland Town Library  
Minutes of Library Trustees Meeting  
May 18, 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 May 4, 2023. The motion was approved unanimously, 3-0.**

**DIRECTOR'S REPORT**

- Registration for the summer reading program begins on June 1. The school librarian is sharing the summer reading program information with the students.
- Renovation of the upstairs teen room should be finished this week.
- The Pond and Peak organization is in the process of disbanding. They would like to fund a granite bench in honor of Sue Longley, with a dedication ceremony possibly in August.
- The flagpole, which is dedicated to Ray Burke, needs to be repaired or replaced.
- Signs for directing patrons to the rear ramp have been received. We will check with the building inspector before installing the signs.
- Purchase of a gaming system for the teen room is being considered. Sara has found a vendor that provides a system that has preloaded games on the hard drive, requires no Internet connection, and has a 3-year warranty. The price is between \$1400 and \$1500 and needs a separate TV.
  - **A motion was made (Staples) and seconded (Badger) to approve the purchase of a gaming system and a TV for the teen room, funded through the computer fund. The motion was approved unanimously, 3-0.**
- The library will be closed May 24-26 (asbestos removal), will be open May 27 (Saturday) and then will be closed May 29 for Memorial Day.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - Recent expenditures included books, audios, supplies, cleaning, utilities, telephone, Internet, alarm phone line, program supplies, etc.
  - The maintenance line in the budget has been used for a variety of repairs, e.g., outside faucet, furnace repair, water hose, etc.
- The library employees will be paid for their regular hours while the library is closed May 24-26 for asbestos removal.

## **OLD BUSINESS**

- **Building and Grounds Maintenance**
  - The trustees agree that large building maintenance and renovation expenses should come from the Scribner library funds.
  - Sara will get an estimate from a flooring company for covering the asbestos-containing floor tiles in the bathroom and hallway.
  - The asbestos removal in the basement will be done May 24-26 (Wednesday through Friday). The entire building will be closed during that time. We will ask the company doing the work to block the public entrances to the library while they are working.
  - PemiRiver Fuels will come to advise us on placing a new oil tank in the basement and locating a new fill pipe.
  - We will get advice on what to put above the furnace where the asbestos panel has been removed.
  - One outside water faucet has been repaired. The second one should be repaired by the fall.
  - We should add a railing on the basement stairs.
- **Policies**
  - *Personnel File Policy* – Changes include adding a sentence about emergency contact information (see the Town personnel policy) and adding (in the second paragraph) “reasonable request, 2 days’ notice if possible” to view a personnel file. We will approve the amended policy at our next meeting.
  - *Material Replacement Policy* – Changes include charging the replacement price (instead of list price) for a lost item and a statement that the patron can arrange a payment plan. We will approve the amended policy at our next meeting.
- **Human Resources Training**
  - The State Library sent us a book titled “*The Public Library Director’s HR Toolkit*” by Kate Hall and Kathy Parker.
  - Sara has signed up for a Primex/NHMA class, “HR for the Non-HR Professional.”
- **Friends of the Library**
  - The Friends have preliminary approval for three public programs. They will meet soon to plan the upcoming book sale.
- **4<sup>th</sup> of July**
  - Alice has ordered two 4<sup>th</sup> of July books. We discussed an idea to create StoryWalk panels to display on a car in the parade and then set up the StoryWalk on the library lawn afterwards.
- **Alternate Trustee**
  - The letter to the BOS nominating Fran Newton as the Alternate Trustee was signed and forwarded for the June 5 BOS meeting.
- **Annual Evaluation**
  - The evaluation of the library director will be in non-public session at the June 29 trustee meeting.

## **NEW BUSINESS**

- **Town Audit**
  - We have provided the library financial materials and information as requested by the auditors. There is one form to complete which needs clarification from Marissah and the auditors.
- **Historic School Inspection**
  - David reported on the recent inspection of the historic school by a structural engineer, whose primary focus was on the support structure of the floors.

## **NEXT MEETING**

- **June 8, 2023 – Library Trustees Meeting – 2:00 PM upstairs at the Ashland Town Library.**
- Other Meetings – June 29, July 6 and July 20, at 5:30 PM.

The meeting was adjourned at 6:59 PM.

*Minutes submitted by Mardean Badger*