

**Ashland Town Library
Minutes of Library Trustees Meeting
June 8, 2023**

Trustees Present: Alice Staples, David Ruell, Mardean Badger, Fran Newton
Others Present: Sara Weinberg, Director

The meeting was called to order at 2:00 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of May 18, 2023. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The repairs to the teen room are completed and the room is now being set up. A gaming system is on order for the room.
- The local history collection will next be re-arranged.
- The inventory and weeding of the children's collection is ongoing.
- The outside windows are being washed.
- Pleasant Street paving is ongoing and then the sidewalk will be repaired. The new signs directing patrons to the back ramp can then be installed.

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, website domain.
 - Other expenses and purchases included signs (\$192.84); Bob Inkel for the teen room (\$1455); NHLTA dues (5 people); asbestos removal (\$12,800 with \$10,000 from Donations & \$2,000 from Patron Fees); baby changing station (\$316).
- We will meet with the Trustees of the Trust Funds at their next meeting to discuss how their reimbursement timeline can be adjusted to work with our cash flow timelines.

OLD BUSINESS

- **Building Purchase Process** – Our Attorney Boldt received a letter from the BOS declining to purchase the historic school due to potential costs of repairs. We will meet with Attorney Boldt to discuss our communication with the BOS, TCCAP and with the anonymous donor.
 - **A motion was made (Staples) and seconded (Badger) to meet with Attorney Chris Boldt to discuss the historic school property and communication with the Town of Ashland and TCCAP. The motion was approved unanimously, 3-0.**
- **Material Replacement Policy** – We reviewed changes to the policy.
 - **A motion was made (Badger) and seconded (Staples) to approve the updated Material Replacement Policy. The motion was approved unanimously, 3-0.**

- **Building & Grounds Maintenance**
 - **Oil Tank Replacement** – After viewing the basement today, PemiRiver Fuels said the best location for new fuel tanks would be toward the front of the basement. Due to the difficulty of getting a tank down the basement stairs, they suggested putting 2 smaller tanks down there. They also noted some concern with the boiler. They will provide us an estimate for 2 new tanks and an estimate for removal of the old underground tank.
 - **Baker Valley Floors** will come to give us an estimate for covering the old asbestos tiles in the back hallway and bathroom.
 - **Maintenance** -- Bob Inkel has provided an estimate of \$2,475 for repairing and painting the ramp, railing and porch columns; replacing and painting the drywall in the upstairs closet; paint the bathroom and install the baby changing station; and replacing the old shutters at the back of the library with vinyl shutters.
 - **A motion was made (Badger) and seconded (Staples) to approve Bob Inkel's estimate (\$2,475) to perform the work listed. The motion was approved with 2 yes (Staples, Badger) and 1 abstention (Ruell).**
 - **Life Safety Inspection** – We will make an appointment with Fire Chief Steve Heath to give us advice regarding life safety issues, including fire protection for the furnace, front porch and interior door, back door, fire exit strategy from the second floor.
- **Friends of the Library** are planning for the book sale on July 8 and three programs during the summer.

NEXT MEETING

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

The meeting was adjourned at 3:51 PM.

Minutes submitted by Mardean Badger