

**Ashland Town Library  
Minutes of Library Trustees Meeting  
June 21, 2023**

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

The meeting was called to order at 10:00 AM by Alice Staples.

**OLD BUSINESS**

• **Building & Grounds Maintenance**

- Prior to the meeting, the Trustees met with **Fire Chief Steve Heath to discuss various life safety questions**. He suggested that the entire fire alarm system and monitoring should be reviewed, especially to ensure that the entire system is up-to-date and to determine if the heat detectors are tied in with the system. Chief Heath will check the occupancy number for the upstairs rooms after we send him the dimensions of the rooms. For a second emergency egress from the second floor, an exterior stairway can be built from wood and should be covered to prevent snow buildup.
- Alice suggested that we create a **spreadsheet to start tracking repairs and maintenance** of the building. Mardean offered to create the spreadsheet, including estimated cost and time for each item, which budget account line will be used, and whether it will be reimbursed by the Town Trustees from the Scribner Building fund.
- PemiRiver Fuels were at the library yesterday to **locate the underground fuel tank**. They believe it is a 1,000-gallon tank and part of it may be under the end of the ramp and sidewalk. The furnace is from 1997.
- We need to have a discussion soon concerning **type of fuel for the future** of the library, whether oil or propane. That will also be part of our discussion with Ward D'Elia.
- We will get an estimate from Bob Inkel for replacing the front storm door and repairing the framing. **A motion was made (Staples) and seconded (Badger) to hire Bob Inkel to replace the storm door and frame, with the funds to come from the Maintenance line of our general budget. The motion was approved unanimously, 3-0.**
- Sara will contact Stanley Alarm to get information about our **fire alarm system** and how it is set up. Other vendors may also have information about our current system or may be able to update what we have – United Safety Services updates our fire extinguishers; Consolidated Communications provides the phone line for the alarm system; and Mango Security installed our security cameras.
- At our meeting with the **Town Trustees** on June 27, we will provide some general information about upcoming major maintenance projects. We also need to discuss timing of future reimbursements.

- **Building Purchase Process** – TCCAP is waiting for a decision from their attorney regarding future action.

**NEXT MEETING**

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

The meeting was adjourned at 11:20 AM.

*Minutes submitted by Mardean Badger*