

**Ashland Town Library
Minutes of Library Trustees Meeting
June 29, 2023**

Trustees Present: Alice Staples, David Ruell, Mardean Badger, Fran Newton
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 (Badger) to approve the minutes of June 8, June 9, and June 21, 2023. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The inventory of library materials is complete, with about 15,000 items in the collection.
- We have borrowed the book scanner from the State Library again to scan cemetery records up to about 1987, including those of the Green Grove Cemetery. The scanned records will be added to the website.
- Mango Security will schedule a visit to review our system.
- The next step in the Teen Room is to mount the TV for the gaming system, which should be in next week.
- Jae Demers is updating the library hours for our front sign.
- We have received an estimate of \$1,835.56 from Baker Valley Floors for the hallway and bathroom. It is not clear from the quote whether it includes disposal of the asbestos tiles or if they are being covered. We will also check with other flooring vendors.
- There is no further information from Pemi River Fuels regarding the oil tank.

TREASURER'S REPORT

- The Library Trustees met with the Trustees of the Trust Funds on June 27 to clarify their process and timeline. The Town Trustees need a minimum of 1 week notice before their quarterly meeting. We have received a \$12,800 reimbursement from the Trustees of the Trust Funds. The other reimbursement of \$1,455 will be available next week.

OLD BUSINESS

- Policy Updates
 - The Personnel File Policy will be voted on at the next meeting.
- Building and Grounds Maintenance
 - Mardean shared a spreadsheet that she created to track maintenance and repair tasks for the library. The spreadsheet will be updated as tasks are completed.
- Friends of the Library
 - Planning for the July 8 book sale is progressing. Mad River Tents is donating the use of the tent and tables.
 - The Friends are buying 2 more kits for the Library of Things – a telescope kit and a pickleball kit. Sara is also creating a gardening kit. It was suggested that a handout be prepared to promote the Library of Things.

NEW BUSINESS

- **2024 Budget**
 - The Town Office has asked for 2024 budget proposals to be submitted by August 15.
 - A few budgetary changes have already been noted – cleaning is increasing from \$78 to \$82 per week, and Baker & Taylor is decreasing our discount.

NON-PUBLIC

- **A motion was made (Badger) and seconded (Staples) to go into non-public session at 6:38 PM for the purpose of discussing personnel (RSA 91-A, IIc). The motion was approved unanimously, 3-0.**
- Personnel evaluation was discussed. No votes were taken during the non-public session.
- The trustees returned to public session at 7:11 PM.

NEXT MEETING

- **July 12, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- Additional meetings are scheduled for July 20, August 3, August 14, September 7 and September 21.

The meeting was adjourned at 7:11 PM.

Minutes submitted by Mardean Badger