

**Ashland Town Library
Minutes of Library Trustees Meeting
August 3, 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 July 20, 2023. The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- A new water meter was installed in the basement.
- UV film has been placed over the front windows facing the video/DVD collection, because the plastic cases are deteriorating due to the light.
- Rebekah will be attending a webinar "Building Community Relationships for Better Library Services" on October 24.
- The August newsletter was shared.
- The discount passes for the Science Center and other venues have been very popular.

OLD BUSINESS

- **Building and Grounds Maintenance**
 - Sara reported -- Bob Inkel will be installing the front storm door soon; alternate floor materials for the hallway are being researched; the ramp railing is painted; the children's room will be painted soon; and replacement shutters are being re-ordered due to the wrong color being sent.
 - PemiRiver Fuels will be back on August 28 to prepare a proposal for conversion to propane for heating.
- **Trustees of Trust Funds**
 - The Library Trustees do not need any trust fund transfers for August. If we need anything in September, we will contact them about the first of September.
- **Pond and Peak Reading Council**
 - The memorial bench honoring Sue Longley will be arriving in early to mid-August. The granite bench, with a back, will be installed on a base. We will talk further about doing a dedication ceremony with refreshments (ask the Friends?).
- **Library Policies**
 - The *Fax Machine* policy from 2002 was updated when fees were changed on July 21, 2022.
 - *Disclaimer for Library Multimedia Materials*: The list of multimedia types will be deleted and replaced with the phrase "regardless of format." A motion was made (Badger) and seconded (Ruell) to approve the updated policy. The motion was approved unanimously, 3-0.
- **Staff Salary Schedule**

- The trustees discussed the salary schedule policy and changes that had been made a few years ago. We will review it again at our next meeting.
- **2024 Budget Proposal**
 - We reviewed the proposed line items for all the categories. Mardean will do a first draft of the narrative to be reviewed at the next meeting.
- **Anonymous Donor Agreement**
 - The trustees reviewed several changes to the Anonymous Donor Agreement. A motion was made (Staples) and seconded (Badger) to send the updated draft to Chris Boldt for review. The motion was approved unanimously, 3-0.

NEXT MEETING

- August 14, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 6:45 PM.

Minutes submitted by Mardean Badger