

**Ashland Town Library
Minutes of Library Trustees Meeting
July 20, 2023**

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

The meeting was called to order at 5:34 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of June 29 and July 12, 2023. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Two *Pond and Peak* members met with Sara recently to look at possible locations for installation of a granite bench to be dedicated to Sue Longley. The library trustees are comfortable with both proposed locations at the front of the lot, one near the Adirondack chairs and one site nearer to the fence bordering the American Legion lot. The *Pond and Peak* organization will do the installation sometime in the early fall.
 - **A motion was made (Badger) and seconded (Ruell) to accept the *Pond and Peak* gift of a granite bench honoring Sue Longley to be installed on the library grounds. The motion was approved unanimously, 3-0.**
- The library has received compliments on the painting of the ramp and railing at the back entrance.

TREASURER'S REPORT

- There was no Treasurer's report.

OLD BUSINESS

- **Policies**
 - The next policies to be reviewed will be the Worker's Comp/FMLA policy (align with the town policy), the Disclaimer re: Use of Multimedia, and the Fax policy.
- **Building and Grounds Maintenance**
 - **Fuel**
 - We reviewed the estimate from Pemi River Fuels for the removal of the old, buried oil tank and installation of a new oil tank in the basement. As we still are not sure what type of heating system might be proposed if we add on to the current library, we will investigate the cost of a propane heating system and then compare the oil vs. propane proposals.
 - **Floor Tiles**
 - After reviewing the Baker Valley Floors estimate for replacing the asbestos at the back entry and in the bathroom, we decided to ask Bob Inkel to give us an estimate for just covering the old tiles with new vinyl sheet or floor tiles.
 - **Front Porch Door**
 - Bob Inkel will be installing the front porch door this Sunday.

- **Flat Roofs**
 - Bob Inkel has given us an estimate for re-sealing the front roof (children's room and back extension). The estimate of \$600 to \$700 (\$250 deposit) will include regluing the seams and applying a sealer.
 - **A motion was made (Badger) and seconded (Staples) to hire Bob Inkel to re-seal the two flat roofs, with the cost coming from the Maintenance line of the budget. The motion was approved unanimously, 3-0.**
- **Other Maintenance Items**
 - We will ask Bob Inkel to provide estimates for painting the children's room and installing a railing on the basement stairs.
- **Friends of the Library**
 - The Loon program will be presented on August 8, 7 PM at the Booster Club.
- **2024 Budget Proposal**
 - **Operating Budget: \$ 36,520** -- We reviewed proposed amounts for each line.
 - Audio - \$1,100
 - Books - \$7,000
 - Catalog - \$800
 - Cleaning - \$4,265
 - Computer & Technology - \$1,000
 - Dues - \$205
 - Education - \$100
 - Electronic Resources - \$1,200
 - Equipment - \$1,000
 - Fire Alarm system - \$1,000
 - Fuel Oil/Heating - \$4,500
 - Furniture - \$200 [new line]
 - Library of Things - \$500 [new line]
 - Maintenance - \$5,000
 - Mileage - \$100
 - Postage - \$550
 - Programs - \$1,200
 - Subscriptions/Periodicals - \$600
 - Security System (cameras) - \$500
 - Supplies - \$2,000
 - Tech Support - \$700
 - Utilities and Telephone - \$2,500
 - Videos - \$500
 - **Wages: \$ 67,526** -- After reviewing our current staff wages, we will propose a \$1/hour raise for each employee, because there have been no raises for 2 years. Our open hours are also increasing.
 - Wages - \$62,082
 - FICA - \$3,894
 - Medicare - \$900
 - Paycheck Fees - \$650

NEW BUSINESS

- **Donor Agreement** –We discussed two issues to be considered for revisions to our anonymous donor agreement. The two issues include the purpose of the donation (purchase of a building or expansion of the current building) and the deadline for use of the donation. David will discuss these issues with the donor and report back to the trustees.

OTHER BUSINESS

- **Non-Public Session** – A motion was made (Badger) and seconded (Staples) to enter non-public session for the purpose of personnel discussion, NH RSA 91-A, IIc. The motion was approved unanimously, 3-0, by roll call vote. The Trustees entered non-public session at 6:48 PM. Those present were Alice Staples, David Ruell, Mardean Badger, Fran Newton, and Sara Weinberg. The non-public session ended at 7:09 by unanimous vote, 3-0.

NEXT MEETING

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

The meeting was adjourned at 7:09 PM.

Minutes submitted by Mardean Badger