

**Ashland Town Library
Minutes of Library Trustees Meeting
October 5, 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 (Ruell) to approve the minutes of September 21, 2023. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Recently the fire alarm system kept beeping, so Sara called Mango with the trouble code, and they were able to stop the beeping. They indicated that it was a communication problem between the alarm and the monitoring company. Mango recommended switching to a radio communication system with them, which would put all parts of the system under one company. More information will be gathered.
- There have been numerous positive comments about the new Sue Longley bench.
- Fifteen programs are scheduled for October, in addition to one Friends program.

TREASURER'S REPORT

- We reviewed recent income and account balances.
 - o Recent income included \$7,250 (the town appropriation) and \$7,895 (Scribner building fund). \$3,000 is earmarked for transfer to Donations and \$4,130 to the building fund.
 - o The treasurer noted that spending for the rest of the year needs to be cautious, especially with a likely fuel bill coming soon.
 - o **A motion was made (Badger) and seconded (Staples) to approve paying \$308.77 from the Technology fund for a cordless barcode scanner. The motion was approved unanimously, 3-0.**

OLD BUSINESS

- Policies**
 - o Sara shared the Trustees Bylaws from the Hall Memorial Library (Tilton-Northfield), suggesting that we compare it with ours.
- Building and Grounds**
 - o The boards on the ramp were tightened recently (last done around July 4th). We need to watch the ramp carefully for the winter. A future priority is to replace and relocate the ramp. The slope of the ramp needs to meet ADA requirements and the location needs to prevent ice build-up from the roof drainage.
 - o Sara has given Craig some information about railing requirements (measuring, leveling, installing, etc.) for the side walkway.
 - o Squam Lakes Plumbing has winterized the second outside faucet. They also checked the leaking radiator upstairs and will provide an estimate for repairs. For

the future, they recommended a baseboard heating system, rather than radiators. They will work on an estimate for converting to a propane heating system.

- Information that is still needed includes an estimate from PemiRiver Fuels for a propane system, and a bill from Mango for their recent inspection. Replacement of the shutters and repairs in the upstairs closet still need to be completed.

□ **Friends**

- The Moose program has been re-scheduled to October 23. The Civil War Quilt program may be delayed to the spring.

NEW BUSINESS

□ **Donor Agreement**

- The public hearing for the changes in the donor agreement will be held on November 15, in combination with an open house for the library.

OTHER BUSINESS

□ **Meeting Schedule**

- October 5 and 19
- November 2 and 15 [changed from the 16th]

NEXT MEETING

- October 19, 2023 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 6:16 PM.

Minutes submitted by Mardean Badger