

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**November 15, 2023**

**Trustees Present:** Alice Staples, David Ruell, Mardean Badger, Fran Newton (alternate)  
**Others Present:** Sara Weinberg, Director  
**Members of the Public**

The meeting was called to order at 5:30 PM by Alice Staples.

**PUBLIC HEARING**

- The Public Hearing for the revised anonymous donor agreement was opened at 5:30 PM by Chair Alice Staples.
- The original \$400,000 was received from an anonymous donor and accepted on November 18, 2021. The original purpose was to purchase the TCCAP building at 41 School Street; the donation also had a termination date. Alice Staples explained that the revised agreement still includes the purchase of the TCCAP building, but now has an added option of constructing an addition and any associated renovations to the current Scribner Memorial Building at 41 Main Street. The agreement includes a naming provision for either building. The agreement no longer has a termination date for use of the funds.
- Discussion among the trustees and the public included ideas for establishing a foundation or trust fund to further the ability to raise funds or apply for grants. Possible grant sources to investigate include the USDA Rural Development funds and the NEH Infrastructure and Capacity Building challenge Grant (which was recently awarded to the library in Mont Vernon, NH).
- The Library Trustees will be evaluating library needs and working with library staff, members of the community, and an architect to begin developing a plan for an addition to the current library.
- The Public Hearing was closed at 5:56 PM.

**A motion was made (Badger) and seconded (Staples) to approve the revised anonymous donor agreement [see attached document], which adds an option to fund an addition to the library and eliminates the termination date for use of the fund. The motion was passed unanimously, 3-0.**

**A motion was made (Badger) and seconded (Staples) to give Trustee David Ruell the authority to sign the agreement with the anonymous donor. The motion was passed unanimously, 3-0.**

The meeting was recessed for a short time and re-convened at 6:15 PM.

**DIRECTOR'S REPORT**

- Rebekah recently attended a webinar through WebJunction on “Marketing Your Library” which included many useful ideas, including interior marketing of the programs and resources.
- PemiRiver Fuels is scheduled to make the first fuel delivery of the season in January.
- Patrons are signing up for Turkey Bingo and a craft program.
- The staff will begin decorating for Christmas soon.

- Sara noted that the Castleton (Vermont) public library recently received a USDA Rural Development grant of \$125,000 for addition of an elevator and a handicap-accessible bathroom.

### **TREASURER’S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
- Our end-of-year budget is on target for wages and expenses.

### **OLD BUSINESS**

- **Building and Grounds**
  - Three light fixtures need repair – the front outside light, one fixture in the children’s room and the fixture over the fireplace. Sara will contact an electrician.
  - Ceiling repairs in the upstairs closet are progressing. The craft and program supplies will be thoroughly cleaned before they’re returned to the closet.
  - Cushions for the reading nooks in the children’s room are on order.
  - DPW will be contacted about trash pickup, which has not been done recently.
- **Friends of the Library**
  - The program “Civil War Soldiers’ Quilts” will be presented on November 16, at 6:30 PM, at the Booster Club.
- **Capital Reserve Fund**
  - Alice will send the letter to the BOS, Town Manager, and Finance requesting that they include our article for \$25,000 on the March 2024 warrant. January 9 is the deadline for petitioned warrant articles if we need to use that process.

### **NEW BUSINESS**

- **Staff Meeting about Library Planning**
  - We discussed a plan to meet with the library staff members, to discuss their ideas and needs for future library space. We will meet with them on January 23 at 1:00 PM. In order to give us dedicated time for the discussion, we will close the library until 3:00 PM on that day.
- **Budget Committee**
  - The Trustees are available to meet with the Budget Committee to explain our budget and answer questions. David Ruell will check on meeting dates.

### **OTHER BUSINESS**

- **Tentative meeting dates** were set for December 7 and 21, and January 4 and 18. The dates are subject to change if they conflict with Budget Committee dates.

### **NEXT MEETING**

- **December 7, 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*

**Attachment:** *Revised Agreement Between the Ashland Town Library Trustees and [anonymous]*

REVISED AGREEMENT BETWEEN  
THE ASHLAND TOWN LIBRARY TRUSTEES  
AND \_\_\_\_\_  
A CONFIDENTIAL DOCUMENT

This agreement is made between the Ashland Town Library Trustees of Ashland, New Hampshire and \_\_\_\_\_ of \_\_\_\_\_ hereinafter referred to as “the Donor”.

Whereas the Donor has transferred \$400,000 to the Ashland Town Library Trustees (accepted on November 18, 2021) and those funds are now being held in a savings account at the Meredith Village Savings Bank, known as the “TCCAP Building Purchase Fund”, the Ashland Town Library Trustees and the Donor agree to the following.

The donated funds and any interest earned while deposited may only be used by the Library Trustees to either 1) purchase the former elementary school building property at 41 School Street in Ashland, New Hampshire, now owned by Tri-County Community Action Program, for use by the Ashland Town Library, or 2) construct an addition and any associated renovations to the Scribner Memorial Building at 41 Main Street, for use by the Ashland Town Library, and may not be used for any other purpose. Per NH State law (RSA 202-A:6), the 41 School Street property or the addition to the Scribner Memorial Building shall be controlled by the Ashland Town Library Trustees. The Library Trustees may, at their discretion, allow portions of the property or the addition to be used at times for other public purposes.

If purchased, the building at 41 School Street shall be known as the Elaine Vaillant Library Building. If built, the addition at 41 Main Street shall be known as the Elaine Vaillant Annex.

The name of the above bank account shall be changed to “Library Building Purchase/ Addition Fund”.

The Library Trustees shall maintain the anonymity of the Donor until December 31, 2031 or until the Donor decides to reveal his identity. If the Library Trustees are forced to disclose this confidential document under RSA 91-A, the signature and identity of the donor will be redacted.

This agreement amends and supersedes the previous agreement signed on January 6, 2022.

Signed \_\_\_\_\_ duly authorized by the Ashland Town  
Library Trustees Date  
Signed \_\_\_\_\_ the Donor Date