

**Ashland Town Library
Minutes of Library Trustees Meeting
February 29, 2024**

Trustees Present: Alice Staples (by phone), 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 (Ruell) and seconded (Staples) to approve the minutes of November 2, November 15, and December 6, 2023, and January 3 and January 25, 2024. The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- The 3D printer is installed and now in use. At this point, the library is not charging for the use, but is asking for a donation toward supplies. The Director and Trustees will work on a policy for the 3D printer.
- The March newsletter was shared. March activities include a tea party tied in with the new Story Walk book "Tea Party in the Woods," the historical fiction book club, recycled tote bag classes, and the Saturday craft group.
- The State report has been submitted.
- A recent guest speaker on China made use of the TV in the upstairs room for a slide show.
- A sign permit has been approved for our 'handicapped access' sign. The building inspector will check it when it is installed.
- A new crack and leak have been discovered in the ceiling of the meeting room upstairs.
- The new StoryWalk will be installed in Whitten Woods this week.
- Sara shared how she has responded to people questioning the library's needs and finances – *"The people of Ashland deserve to have a library that is safe and accessible."*

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Expenditures include books, supplies, program supplies, subscriptions, utilities, fuel delivery (\$2,292.51), Squam Lakes Plumbing (\$140, sink drain). Furniture, television and a 3D printer were purchased from the computer/technology fund (\$581). The fire alarm phone line has been paid for the last time, and the new fire alarm monitoring through Mango has been paid (\$350).
 - The checking account balance is very tight and we will submit our quarterly appropriation payment schedule as soon as the budget vote is complete in March.

OLD BUSINESS

- **Policy Updates – 3D Printer**
 - We reviewed a draft of a new policy for use of the 3D printer. While we have not been charging a fee during its first trials, we decided that the policy would include a \$5 charge for printing an object.
 - **A motion was made (Ruell) and seconded (Badger) to approve the 3D Printer Policy. The motion was approved unanimously, 3-0.**
- **Building & Grounds Maintenance**
 - Some spring yard work is needed, especially trimming the overgrown bushes along the front walkway.
 - We have had problems with discolored (rust orange) water. The basement pipes were good, but rust was found in the hot water heater. We should run the water for a while every so often. The issue will be monitored.
 - The inside front door sometimes does not latch when closed, which can cause the door to blow open during a strong wind. We will investigate an automatic closer for the door.
 - We need to discuss the heating system and make decisions on the type of heating system, removal of the buried fuel tank, and installation of a new fuel tank.

NEW BUSINESS

- **Library Planning**
 - We will devote the next meeting to discussing future plans for the library, including use of current space and addition of new space. We also should plan some information gathering sessions with library staff and community members.
- **July 4th, 2024**
 - This year's theme is "Red, White and Boom!" We can adapt that theme to "Red, White and Books!"

NEXT MEETING

- March 28, 2024 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 6:43 PM.

Minutes submitted by Mardean Badger