

**Ashland Town Library
Minutes of Library Trustees Meeting
March 5, 2025**

Trustees Present: Alice Staples, David Ruell, Mardean Badger, Fran Newton (alternate)
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 February 5, 2025. The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- The library is creating a seed library for vegetables, herbs and flowers. The tentative procedure would allow patrons to check out 3 seed packets per day and would encourage them to return seeds from the plants that they grow. More details are coming.
- Planning has started for the Summer Reading Program, "Color Our World," to begin on July 9.
- Sara proposed adding 2 more Chromebooks for patron use, for approximately \$200 each. We currently have 2 Chromebooks and 2 desktops.
- The March newsletter was distributed.
- Due to recent staff scheduling issues, Sara has spoken to someone who is interested in being a substitute staff member. The Trustees are in favor of this.
- The Children's Tea Party, scheduled for March 19, was fully booked even before the advertisement was released.
- The latest Story Walk is now available at Whitten Woods.
- All of the Senior Valentine gift bags were distributed.

TREASURER'S REPORT

- The report will be at the next meeting.

OLD BUSINESS

- **Policy Updates**
 - The CD/DVD policy, the Replacement of Materials policy and the Circulation policy will be reviewed together.
- **Friends of the Library**
 - The next Friends meeting is March 10.
 - The Friends discussed creating power outage kits for community members. Consideration would be given to where and how to distribute (fire station?), contents, loan process, etc.
- **Fundraising**
 - Alice has spoken with another possible fundraiser for our addition – Sarah Andrews most recently worked with the Mt. Vernon Public Library. Her fee is \$50,000 for one year, with a 25% deposit and monthly payments. Alice will set up a meeting with her, to understand her process, types of contacts, etc.

- Sarah Andrews shared with Alice information about her upcoming all-day conference, “Fired Up Fundraising” on March 20 at St. Anselm College.
- **National Library Workers Day, April 9**
 - A motion was made (Staples) and seconded (Badger) to give each library staff member a thank you card and \$50 Common Man gift card as appreciation for their service. The motion was approved, 2 yes (Staples, Badger), 0 no, and 1 abstention (Ruell).
- Locations for **Library CRF signs** for election day were discussed.

LIBRARY BUILDING PLANNING

- Our architect recommended that we start a fundraising process before starting construction. He also recommended hiring a construction manager to oversee the project, such as CCI, Bowen or another company.
- The new parking area could be graded and graveled before construction starts. We will have to get more details from Ashland DPW on costs, materials, timeline.

NEW BUSINESS

- **Audit Report**
 - We completed the Trustees’ audit report to submit to the Town Office. Materials for the auditors are due for April 25.
- **Anonymous Donor**
 - We reviewed a memo regarding the identity of the anonymous donor of the \$400,000 for library expansion. In an agreement with the donor, his/her name cannot be revealed by the trustees until December 31, 2031, unless the donor chooses to reveal his/her name. Any speculation by the library trustees or library staff about the donor’s identity could jeopardize the gift and violate the contract.

NEXT MEETING

- **March 19, 2025** – Library Trustees Meeting – 5:30 PM, Ashland Town Library.
- **April 2, 2025** – Library Trustees Meeting – 5:30 PM, Ashland Town Library.
- **April 16, 2025** – Library Trustees Meeting – 5:30 PM, Ashland Town Library.

The meeting was adjourned at 6:46 PM.

Minutes submitted by Mardean Badger