

**Ashland Town Library
Minutes of Library Trustees Meeting
March 19, 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 March 5, 2025. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Programs have been well-attended. The Saturday Crafts group had 12 attendees and the Children's Tea Party (sponsored by the Friends) was attended by 12 children.
- The Salamander Program and Craft Workshop by the Squam Lakes Association is on March 26.
- The annual state report for Ashland Town library is almost done.
- Sara provided the costs for the addition of 2 Chromebooks -- \$135 for each Chromebook, \$31 for each case/charging cord, and \$13 for each headphone set.
 - **A motion was made (Badger) and seconded (Staples) to approve the purchase of 2 Chromebooks and accessories, for a total of approximately \$358, to be paid from the Technology budget line. The motion was approved unanimously, 3-0.**

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - Expenses since the last financial update included books, video, Library of Things, program and general supplies, and 2 bills each for the utilities, oil and cleaning. Furniture and equipment were also purchased.
 - Two lines (furniture and electronic resources) are overspent.
 - About 21% of the 2025 budget has been spent, which is on target for the time of the year.
- The Trustees discussed the scheduling of the library appropriation to be forwarded by the Town. The library budget includes \$38,385 for general expenses. The first quarter payment of \$7,000 has been made. \$31,385 remains to be paid, over the next 3 quarters.
 - **A motion was made (Badger) and seconded (Staples) to request \$10,461 to be transferred to the Library in April, July and October. The motion was approved unanimously, 3-0.** David Ruell will send the request letter to the Board of Selectmen.
- At our next meeting, we will finalize the calculations for the budgeted raises for the library staff. The approved raises will then be communicated to the Town Office.

OLD BUSINESS

- **Policies**
 - Circulation Policy -- Sara shared the draft of the revised Circulation Policy, which includes eligibility for free library card, non-resident cards, circulation item limits, loan periods, renewals, and lost or damaged items. We will discuss and approve the policy at the next meeting.
- **Friends of the Library**
 - The Friends are considering a program on rattlesnakes of New Hampshire, with date and location still to be determined. If the program is held at the school cafeteria (preferred), the school requires proof of liability insurance. The library has liability insurance coverage with Primex through the Town of Ashland.
 - **A motion was made (Badger) and seconded (Staples) for the Ashland Town Library to co-sponsor the Rattlesnake Humanities program and provide the appropriate**

certificate of liability coverage for that program. The motion was approved unanimously, 3-0.

- **Fundraising**

- Alice will contact Sarah Andrews to schedule a meeting on March 31, at 5 PM, to discuss her services. The trustees will put together some questions regarding the fund raising process and services before the meeting.

NEW BUSINESS

- **P&S Reimbursement Check**

- Chris Boldt, our attorney for the attempted purchase of the Historic School, has received the returned \$1,000 deposit for the purchase and sale agreement from the attorney who represented the Town.
- At our December 15, 2022, meeting, the Trustees voted to authorize and approve the payment of the P&S \$1,000 deposit from the Library's Building Fund, to be held by the Ashland town attorney. The down payment was withdrawn from the Library's Building Fund.
- Alice will contact Attorney Boldt to confirm that the reimbursement to us of the \$1,000 P&S down payment should be made by check to the Ashland Town Library Building Fund, c/o the Treasurer. The check will be re-deposited into the Library's Building fund.

- **IMLS Funding**

- We discussed the March 14, 2025, Executive Order by President Trump to defund and eliminate the *Institute of Museum and Library Services* (IMLS). The program distributes congressionally approved funds annually to each state, for state libraries and for library, museum and archives programs. New Hampshire's annual grant is approximately \$1.3 million, which is received in monthly increments.
- NH library services that will be affected by the funding cuts include Interlibrary Loan Services (from catalog to vans), Technology Services Librarian, Talking Book Services for the Blind and Physically Handicapped, and the NH Downloadable Books service.
- Representatives of The State Library and the NH Library Trustees Association will continue to provide updates as they are available.

OTHER BUSINESS

- **Alternate Trustee**

- The term of our Alternate Trustee, Fran Newton, has expired. Alice will forward to the Board of Selectmen our request for her re-appointment for another 1-year term, as per NH RSA 202-A:10.

- **NHLTA Conference**

- The Library Trustees Association's 2025 Spring Conference is scheduled for May 1, 2025, at the DoubleTree Downtown, in Manchester. The theme is "Trustees Unleashed: The Must-Have Info!"

NEXT MEETINGS

- **March 31, 2025 (tentative)** – Library Trustees Meeting, with Sarah Andrews, re: fundraising, 5:00 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.
- **May 1, 2025** – NHLTA Spring Conference, Manchester NH.

The meeting was adjourned at 6:48 PM.

Minutes submitted by Mardean Badger