

**Ashland Town Library
Minutes of Library Trustees Meeting
March 28, 2024**

Trustees Present: Alice Staples (by phone), David Ruell, Mardean Badger
Others Present: Sara Weinberg, Director; Terry Fouts, Assistant Director

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

APPROVAL OF MINUTES

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of February 29, 2024. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Sara Weinberg noted that two building maintenance items need attention. One of the slats in the kitchen folding door is falling out. The ceiling crack and water stain in the upstairs meeting room is still a problem. (More information later in the minutes)
- Sara has contacted Paquette Signs to get an estimate to replace the Scribner Library and Scribner Center signs on the outside of the building with the proper name of the library. They will also include the cost of repairing or replacing the front lawn sign, as the top of the sign is coming apart.
- The fire extinguishers have been inspected. Three extinguishers had expired and were replaced. All the others passed inspection.
- Smokey the Bear is 80 years old this year. The celebration includes a reading challenge, along with options for forest ranger programs in the summer.
- Sara shared the April newsletter. The month's activities include story time, the StoryWalk at Whitten Woods, a solar eclipse watch party, historical fiction book club, and craft classes.
- Terry Fouts mentioned a fun video – with a serious message -- to watch. It is a parody titled "Total Eclipse for Me" and done by the Dover Public Library director, to emphasize the importance of wearing UV protection glasses to view the upcoming eclipse. It is available on the Derry Public Library Facebook page.

TREASURER'S REPORT

- **David Ruell made a motion and Mardean Badger seconded the motion to change the name of the bank account for the anonymous donor's contribution:**
"Revision of Name of Ashland Town Library Bank Account: We hereby certify that on March 28, 2024, the Ashland Town Library Trustees voted at a Trustees meeting to change the name of the Meredith Village Savings Bank account #4200077503 from "TCCAP Building Purchase Fund" to "Library Building Purchase/Addition Fund" in accordance with the revised agreement with the donor of those funds."
The motion was approved unanimously, 3-0 (Ruell, Badger, Staples). The agreement was signed by Trustee Mardean Badger (Secretary) and Trustee David Ruell (Treasurer). David Ruell will take the signed agreement and these minutes to the bank to make the change.

OLD BUSINESS

- **3D Printer Policy**
 - The library staff has seen less use of the 3D printer after the usage fee was changed from ‘free’ to \$5. They proposed that the fee be reduced to encourage more patrons to use the 3D printer. The fee in the policy can be changed again if needed.
 - **A motion was made (Ruell) and seconded (Badger) to change the fee to \$2. The motion was approved unanimously, 3-0.**

- **Building & Grounds Maintenance**
 - The slats in the kitchen accordion door are coming apart. Sara will try gluing the loose slats back on, but we may have to find someone else to other repairs to it.
 - A crack and water stain on the ceiling of the upstairs meeting room has grown slightly. There is nothing obvious in the attic that seems to indicate a leak. We will continue to watch it through the spring.
 - Next winter we will hire someone to do the snow shoveling, sanding, etc. rather than rely on volunteer help. We’ll start looking during the summer/fall for someone who will commit to the work.
 - Removal of the in-ground oil tank is a priority this year. It is a single-walled tank, maybe 40 years old, with no gauge – buried fuel tanks are no longer allowed and it needs to be removed before there is any leakage. After installation of the new oil tank in the basement, the in-ground tank will be removed. Sara will call PemiBaker Fuels to have them update the June 2023 estimate (\$10,000+) and give us a timeline for the work. Payment for the project would come from the Scribner fund.

NEW BUSINESS

- **Facility Planning** – We started discussing ideas for an addition to the library. We looked at some sketches that Terry had made, reviewed the lot survey that Tony Randall has done, reviewed the plans that Ward D’Elia has made of the current building.
- Alice will contact Ward to schedule some time to begin discussing our ideas. Once we have a conceptual plan or a draft plan, we can then start getting feedback from the public and fine-tuning plans.
- There are grants that are available for construction and equipping, but they require detailed plans and accurate cost estimates.
- We listed some of our first ideas (*not in order of priority*) –
 - The direction that seems to be feasible for expansion would be to remove the children’s room, extend the building toward the American Legion and then create an “el” from there toward the shed. The main entrance would then be at the rear, with adjacent parking within the lot.
 - Adult collection and children’s collection would be in the new spaces.
 - The teen room could stay upstairs. Enlarge the room and work around the chimney.
 - Open up more of the second floor by removing some walls where possible and combining spaces.

- Remove the old kitchen and open up the space through to where the current collection is located. Remove the old floor-to-ceiling shelving.
- The main entrance would be at the rear, with off-street handicapped and regular parking at the rear on part of the lot.
- Add an elevator – LULA style that takes up less space and only requires a minimum pit.
- Circulation desk area and staff work area. The staff work area would be a room immediately behind the circulation desk, with glass for viewing the circ area, and serve as staff workspace, office space, supplies storage, etc.
- A public meeting room for library programs and community programs could be accessed from outside, secured from the rest of the building, have access to restrooms (2 uni-sex), be fully technology-equipped for programs, have counter/cupboards on one wall for storage, food serving.
- Provide 2 small meeting rooms that could be used while the library is open.

NEXT MEETING

- **April 10 (Wednesday)** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.
- **April 25 (Thursday)** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 7:08 PM.

Minutes submitted by Mardean Badger