

**Ashland Town Library
Minutes of Library Trustees Meeting
April 2, 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 19 and March 31, 2025. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Library staff is working on the annual inventory of the library collection.
- The Ashland Garden Club is planning a terrarium program for grades 5 through 8, on a date to be determined in May.
- Two new Chromebooks have been purchased and have been put into use. This now provides 4 Chromebooks and 2 desk top computers for patron use.
- The recent salamander program, presented by the Squam Lakes Association, was attended by 23 children and 13 adults.
- The April newsletter was distributed and is also available on the *News & Events* page (<https://www.ashlandtownlibrary.org/news--events.html>) of the library website. Upcoming April events include Spring Stories & Easter Egg Hunt, historical fiction book club, crochet and knitting classes, junk journaling workshop, Saturday adult craft group, and a family movie. The newsletter also highlights the new books added to the collection.
- Sara will review the library page on the town website for corrections and updates. Minutes of the Library Trustees meetings are being updated on the page.

TREASURER'S REPORT

- The monthly financial report will be reviewed at the next meeting.
- The second quarter town appropriation has been received.
- The reimbursement check from the purchase and sale agreement (Historic School building) has been received and re-deposited in the Library Building Fund account.

OLD BUSINESS

- **Policies**
 - The Trustees reviewed the revised and updated *Circulation Policy*, which includes explanations of the purpose, eligibility for a free library card, non-resident cards, circulation, loan period, and lost or damaged items. **A motion was made (Badger) and seconded (Ruell) to approve the Circulation Policy. The motion was approved unanimously, 3-0.**
- **Building and Grounds**
 - The accordion door at the kitchen entrance is coming apart and repairs are not long-lasting. Sara will investigate a replacement for the door.
 - The front door has been adjusted to prevent its blowing open.
- **Friends of the Library**
 - The next meeting of the Friends is April 24, 3:30 PM, at the Ashland Town Library.

- Minutes of the Library Trustees meetings will be forwarded to the chair of the Friends.
- **Fundraising**
 - The Trustees briefly discussed the recent presentation by Sarah Andrews regarding a fundraising process for the library building project. We expect to receive a 6-month contract proposal to review. Members of the Friends of the Library will be invited to be a part of that discussion.
 - Sara will gather information about how other libraries have involved their Friends group in raising funds for library additions and examples of MOU's to guide that relationship.
- **Staff Wages**
 - The Trustees reviewed the proposal for a \$1.00 per hour staff wage increase for all library employees for 2025. The resulting hourly rates include employee #1 at \$25.25 (\$26,512.50), employee #2 at \$22.25 (\$17,221.50), employee #3 at \$14.00 (\$6,664.00), employee #4 at \$15.75 (\$6,363.00) and employee #5 at \$14.00 (\$3,150.00).
 - **A motion was made (Ruell) and seconded (Badger) to approve a \$1 per hour wage increase for all employees, for a total \$59,911, to begin April 6, 2025. The motion was approved unanimously, 3-0.**
- **IMLS Federal and State Funding**
 - The library has prepared a statement explaining the recent presidential executive order which will negatively impact federal and state funding for public libraries. The statement is available at the library and on the library website, and it will be updated as more information is received regarding the direct impact it will have on services provided by the Ashland Town Library.

OTHER BUSINESS

- **Alternate Trustee**
 - **A motion was made (Staples) and seconded (Ruell) to forward Fran Newton's name to the Board of Selectmen for reappointment as an alternate trustee for one year (as per NH RSA 202-A:10. The motion was approved unanimously, 3-0.**
- **Annual Audit**
 - Audit information will be forwarded to the Town Office before April 28.

NEXT MEETING

- **April 17, 2025** (changed from April 16) – Library Trustees Meeting – 5:30 PM, Ashland Town Library.
- **April 24, 2025** – Friends of the Library Meeting – 3:30 PM, Ashland Town Library
- **May 1, 2025** – NHLTA Spring Conference, Manchester, NH
- **May 8, 2025** – Library Trustees Meeting – 5:30 PM, Ashland Town Library
- **May 22, 2025** – Library Trustees Meeting – 5:30 PM, Ashland Town Library

The meeting was adjourned at 6:35 PM.

Minutes submitted by Mardean Badger