

**Ashland Town Library
Minutes of Library Trustees Meeting
May 23, 2024**

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 (Ruell) and seconded (Staples) to approve the minutes of April 25, 2024. The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- Historical fiction and craft groups continue to meet, and a family movie has been scheduled for June 14.
- Take Your Child to the Library Day welcomed 8 adults and 11 children to the activities, with 6 new library cards issued.
- Three school groups visited the library on May 6, and the last 3 groups will visit on June 12.
- The summer reading program will welcome Smokey the Bear on July 31. The Park and Recreation summer camp will also be attending with about 40 children.
- A family carnival and games day will be held sometime in August. We will also have popcorn, sno-cone and cotton candy machines for the day.
- Sara and Rebekah have been cleaning up the outdoor area with planting, weeding and mulching. They will also scrub some of the lower siding in the front of the building.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
- In addition to the usual materials and utilities expenses, we have also paid for new checks (\$180), paid for the catalog (\$950, instead of the \$800 budgeted), Trustees Association memberships, and miscellaneous equipment (bench, bookcase, flagpole, garden tools).

OLD BUSINESS

- **Library Funds Policy**
 - We reviewed the current policy language and updated some of the wording. We also added reference to additional funds – the Emma H. Scribner Trust Fund, Capital Reserve Fund (Ashland Library Building Fund), and the Library Building Purchase/Addition Fund (anonymous donation). The changes will be made and reviewed at the next meeting.
 - Other policies that may need review include Trustee By-Laws, Trustees Statement of Origin, Rate of Pay, and Workers' Compensation/FMLA.
- **Building and Grounds**
 - Oil tank installation and removal – We reviewed the new estimate (\$8,200) from Spencer Bros. for the installation of a new oil tank in the basement and removal of

the old underground storage tank. This estimate replaces last year's estimate from Pemi River Fuels for \$5,959, which was only for the new tank installation. Proper permits will be obtained from the building inspector and final inspection by the fire chief will be scheduled.

- **A motion was made (Staples) and seconded (Ruell) to contract with Spencer Bros. for \$8,200 for the installation of a new oil tank inside and removal of the old tank outside, with the payment to be made from the Scribner Trust Fund. The motion was approved unanimously, 3-0.**
- The sign permit has been approved by the building inspector for the installation of 2 signs (front and side) directing patrons to the ramp at the rear of the library. We have the signs and will speak to DPW about obtaining posts and installing the signs.
- We discussed the adjusted proposal from Paquette Signs for replacement of the outside library signs (on the gable, above the porch, and on the front lawn). The adjusted price (added the posts for the lawn sign) is \$2,585.
- **A motion was made (Staples) and seconded (Badger) to contract with Paquette Signs for \$2,585 for replacement of exterior library signs, with the payment to be made from the Scribner Trust Fund. The motion was approved unanimously, 3-0.**
- Some of the next projects to be considered include replacement of the ramp, on-site parking and some interior modifications.
- The Emma Scribner bronze plaque will be sent out for refinishing by David Paquette of Pemi-Baker Memorials, with only a charge for shipping. The plaque will then be installed on the corner of the building, with a new wood mounting provided by Paul Proulx.
- Library Book Sale will be scheduled tentatively for July 13.
- 4th of July – We will ask for some children's drawings to commemorate the theme "Red, White and Boom/Books" to enlarge and display in the parade.

NEXT MEETING

- **June 6 and June 20 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 6:34 PM.

Minutes submitted by Mardean Badger