

**Ashland Town Library
Minutes of Library Trustees Meeting
June 6, 2024**

Trustees Present: Alice Staples, David Ruell, Mardean Badger
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 May 23, 2024. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- Upcoming events for June include a family movie night, historic fiction book club, and a crafts night. The crafts night will not be meeting in July and August but will resume in September.
- Sign-ups for the summer reading program have started. The school librarian is also promoting the summer reading program.
- Due to staff scheduling issues and town July 4th activities, the Trustees agreed by consensus to close the library on July 3 and 4.

TREASURER'S REPORT

- David reviewed 2 outstanding check issues.
 - A check that was made out to Pease Library for a patron was never received or cashed by Pease Library. The check is no longer valid, although it still shows in our accounts as money paid out. David will consult with town finance regarding the correct accounting procedure to take the expenditure off the records.
 - In January, 2 checks were sent to Park Street Foundation for the movie licensing fee and for the Downloadable Books subscription. One check was deposited; the other check (Downloadable Books) has not been deposited and Park Street has no record of receiving it. We will wait the 180 days for the check to expire and then will re-write the check.
- We need to individually renew our NHLA membership and then will be reimbursed by the Treasurer.
- The invoice (\$8,200) from Spencer Bros LLC for the oil tank project has been paid, from the Donations account. The bill has been submitted to the Trustees of Trust Funds (July 22 meeting) for reimbursement from the Scribner Trust.
- The updated quote from Paquette Signs is for \$2,600 and requires a 50% deposit to begin production. The check for the deposit will be written from the Patron Fees account. The full amount (\$2,600) will be requested from the Scribner Trust, through the Trustees of Trust Funds, as approved by vote at the May 23, 2024 meeting.
 - **A motion was made (Ruell) and seconded (Staples) to sign the contract with Paquette Signs. The motion was approved unanimously, 3-0.**

- **A motion was made (Ruell) and seconded (Staples) to pay the deposit of \$1,300 from the Patron Fees account, which will be reimbursed from the Scribner Trust. The motion was approved unanimously, 3-0.**
- Sara reported that David Paquette of PemiBaker Memorials will not charge us for any of the costs to refurbish the Scribner bronze plaque.

OLD BUSINESS

- **Library Funds Policy**
 - We reviewed the updated language for the descriptions of the Library Funds and Library Trust Funds. We also expanded the description of the Technology Fund, to include that it is for computers and other technology funded by a line item in the library budget or other sources.
 - **A motion was made (Badger) and seconded (Staples) to approve the Library Funds Policy as amended. The motion was approved unanimously, 3-0.**
- **Building and Grounds**
 - Spencer Bros has completed the oil tank project by installing a new 240-gallon tank in the basement and removing the old 1,000-gallon tank buried in the library lawn. The new tank has a gauge on the tank and has a 'whistle' on the fill pipe at the front of the building. The fuel from the outside buried tank was transferred to the new tank. There was no evidence of any leakage from the buried tank. Steve Heath, Ashland Fire Chief, inspected and approved the installation.
 - The area where the buried tank was removed will now need to be re-seeded. Sara will get some topsoil, grass seed and hay for the area. She will also get some 12x12 pavers to fix the area at the bottom of the ramp.
 - DPW has picked up the new signs pointing to the rear ramp and will install them on posts.
 - We will ask DPW to paint the handicapped symbol on the pavement of the handicapped parking space on Pleasant Street, because the post sign on the library lawn is often ignored or missed.
 - The next major project should include the ramp, bathroom, parking, entryway and future elevator location. These all relate to handicapped access to the building and will need professional planning and layout.

NEXT MEETING

- **July 17, 2024 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- The previously scheduled June 20 meeting is cancelled.

The meeting was adjourned at 6:31 PM.

Minutes submitted by Mardean Badger