

**Ashland Town Library
Minutes of Library Trustees Meeting
July 17, 2024**

Trustees Present: Alice Staples, David Ruell, Mardean Badger
Others Present: Sara Weinberg, Director

The meeting was called to order at 5:35 PM by Alice Staples.

APPROVAL OF MINUTES

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of June 6, 2024. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- The summer reading program is progressing. The recent topic of birds was accompanied by a birdhouse craft project. The next project will be about fairy lanterns. The coming fire safety program will include Smokey Bear and a forest ranger. The P&R summer camp children (approximately 43) will also attend that program.
- Sara suggested adding two air conditioners, a second one in the meeting room and one in the bookstack area – either this season or next summer.
- Following distribution of library brochures at the 4th of July Parade, there has been an increased interest in the Library of Things and STEM items.

TREASURER'S REPORT

- We reviewed current expenses and income, and we approved the current financial report and reconciliation statements. We also reviewed the overall budget status by category as of July 16 and are generally on track for this time of the year.
- We have submitted 2 expenses to the Trustees of the Trust Funds for reimbursement from the Scribner Trust. The reimbursements will be \$8200 (oil tank project) to the Donations account and \$1300 (Paquette Signs deposit) to the Patron Fees account.
- The 3rd quarter appropriation (\$9750) was received from the town. We will remind the BOS about payment of the 4th quarter appropriation in late September.

OLD BUSINESS

- **Building and Grounds**
 - Paquette Signs is currently making our new signs.
 - We need to find someone to reinstall the refinished Scribner bronze plaque to the outside of the building.
 - The ceiling crack in the meeting room has not expanded. We will continue to watch it, especially through the winter.
 - Craig has been asked to paint the handicapped symbol on the pavement in the handicapped parking space.
 - After the recent book sale, half of the shed is now cleared out. When it is cooler, we will clear out some of the unneeded items from the shed

- **Friends of the Library**
 - Book sale proceeds were \$812. The remaining books were sorted and weeded; all of the CD's and DVD's are gone.
 - The next book sale will be on September 14 during the town-wide yard sale.
- **Budgeting Workshop**
 - Alice and David reviewed some of the content from a recent library budgeting/finance workshop and feel that our processes are in good shape.

NEW BUSINESS

- **Disability Survey**
 - David has contacted the NH Governor's Commission on Disability and submitted an Architectural Access Inquiry Form, requesting a visit by a handicapped access expert to provide a report on ADA conditions in our building. We are awaiting a response to our request.
 - **A motion was made (Ruell) and seconded (Staples) to approve a request to survey our building and property for handicapped accessibility. The motion was approved unanimously, 3-0.**
- **2025 Budget Preparation**
 - We reviewed the general and operating expense categories of our 2024 budget and made some tentative changes for our 2025 budget requests. At our next meeting, we will continue to review those categories and work on the wages portion of the budget.

NEXT MEETINGS

- **July 25** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.
- **August 1** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.
- **August 15 (tentative)** – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.

The meeting was adjourned at 7:30 PM.

Minutes submitted by Mardean Badger