

**Ashland Town Library
Minutes of Library Trustees Meeting
August 15, 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 July 25, 2024. The motion was approved unanimously, 3-0.

DIRECTOR'S REPORT

- The summer reading program has concluded. There was an average of 12 children per week, with 26 attending the program with Smoky Bear.
- Family Fun Day was well-attended, with about 50 participants.
- The adult craft group will start in September.
- The children's book club will be reading "The Wild Robot" by Peter Brown. The chapter book is for ages 8 to 12 years.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
 - In addition to the usual expenses, we made the last payment to Paquette Signs and paid \$50 for the state boiler inspection, which was approved and is done every two years.
 - We received the reimbursements from the Scribner Trust fund -- \$8,200 for the underground oil tank removal and new oil tank, and \$2,600 for the new library signs.

OLD BUSINESS

- **Building and Grounds**
 - Some people do not see the handicapped parking sign that's on the lawn next to the parking space on Pleasant Street. We will ask the Public Works Department to paint the handicapped symbol on the pavement.
 - The old library building signs have been replaced. David Ruell will take the old signs for the Historical Society.

LIBRARY BUILDING PLANNING

- **ADA Assessment of the Library**
 - David Ruell contacted the Governor's Commission on Disability to request a site review of the library, to determine how the library meets the requirements of the Americans with Disabilities Act (ADA). This analysis of the accessibility of the library will help us establish priorities in planning renovations to the library.

- We will first complete and submit the “ADA Checklist for Existing Facilities” and supply relevant photos.
- We scheduled 3 work session dates for surveying the library for the checklist:
 - August 19 (Monday), 2:00 AM
 - August 26 (Monday), 2:00 AM
 - September 6 (Monday), 2:00 AM
- **Architectural Planning**
 - Ward D’Elia recently toured the entire building with Sara. Some of his first comments referenced the stairs to the second floor (too steep and narrow, do not pass codes), adding an elevator, creating a new entry porch, adding parking and poor condition of some parts of the foundation. He will provide us with a first draft of a renovation and additions plan.

OTHER BUSINESS

- The Mary Ruell Award plaque needs to be located to be re-hung in the library.

NEXT MEETING

- **September 5, 2024 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **October 3, 2024 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**
- **October 17, 2024 – Library Trustees Meeting – 5:30 PM at the Ashland Town Library.**

The meeting was adjourned at 6:30 PM.

Minutes submitted by Mardean Badger