

**Ashland Town Library
Minutes of Library Trustees Meeting
October 3, 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

- Approval of the August 15 and September 5 minutes were tabled to the next meeting.

DIRECTOR'S REPORT

- Sara distributed the October newsletter, with events including the crafting group, the kid's book club, and pumpkin painting party.
- The October historical fiction book club will be a featured local author event. Lisa Olech will discuss her new book, "On Wings of Silence," which is based on a World War II group of Russian women pilots.
- The library has once again teamed with Ashland Elementary School for a CLiF (Children's Literacy Foundation) grant program. A school-wide event will be scheduled this fall, including book selections for the children and both libraries.
- The library will be providing treats for the school Halloween parade. The town trick or treat time is on Thursday, October 31, from 5 to 8 PM.

TREASURER'S REPORT

- There was no new financial report.
- The 4th quarter town appropriation is due to the library.

OLD BUSINESS

- **Building & Grounds**
 - Rusty Rakes' fee for snow shoveling is \$50 per storm or \$1500 for the season. We will check with the town office to get proof of insurance
 - A motion was made (Badger) and seconded (Staples) to contract with Rusty Rakes for snow shoveling, to \$1500 for the season. The motion was approved unanimously, 3-0.
- **Furniture & Equipment**
 - Reviewed information for a new book return box ("parcel box") to put on the back porch, for patrons who cannot access front porch via steps.
 - Reviewed information for furniture for upstairs large room, i.e. tables with electrical outlets, comfortable seating, etc.
 - We will continue to review options for new furniture, depending on availability of funds at end of the year.
- **Policies**
 - After reviewing the updated policy spreadsheet, we identified 3 policies for review:

- Volunteer Policy, to create a new policy and combine references to volunteers in other policies
 - CD/DVD policy
 - Mission statement, to complete consideration of a previous draft
- **2025 Budget**
 - David will check when the BOS and/or Budget Committee will be considering and discussing the proposed 2025 library budget.
- **ADA assessment**
 - Mardean shared the final survey of our accessibility issues and will forward the survey and photos to Leonora Thomas of the Governor’s Commission on Disability.

LIBRARY BUILDING PLANNING

- We discussed **Ward D’Elia’s first draft of plan for library expansion and renovation** to provide feedback. Areas or questions to review include:
 - First floor – The Reading Room would be the Local History room, with materials collection, shelving and tables.
 - First floor – Bathroom – Is the bathroom wide enough to allow a wheelchair to pass between the sink and outer wall to get to the toilet?
 - First floor – Staff Room – Does it need to be a bit wider? Can it accommodate workspace for staff, a computer, storage for supplies and equipment (to replace storage lost in the current kitchen area)?
 - Second floor – Meeting Room – Change this to the Teen Room
 - Second floor – Exhibits Room – Change this to a flexible meeting room, to include table seating that can be moved for group seating needed for presentations/meetings
 - Second floor – Closets – Could a few of them be opened up (knowing that the roof slopes there)?
 - Second floor – Area open to below – One person is concerned about loss of floor space and disagrees with openness concept.
- **How can we plan the changes in stages?**
 - **1st priority – ADDRESSING ADA DEFICIENCIES**
CRF \$ & other fundraising
Estimated cost = ??
 - Parking with handicapped access, on the library lot
 - New ramp to new rear entrance/vestibule
 - Bathroom upgrade with handicapped access
 - LULA elevator between 1st and 2nd floors [LULA = limited use/limited application]
 - Staff workroom

- **2nd or 3rd priority – RENOVATION**
CRF \$ & other fundraising
Estimated cost = ??
 - Interior renovations of 1st and 2nd floors
 - Removal of several walls
 - Extension and upgrade of stairs between 1st and 2nd floors
 - Relocation of circulation desk
 - Partial open ceiling to 2nd floor
 - Shelving, furniture, computers, etc.
 - Renovation of children’s room to reading/local history room

- **2nd or 3rd priority – ADDITION**
Anonymous donor fund (\$400,000) & other fundraising
Estimated cost = ??
 - New children’s room
 - Reading/local history room -- Will old children’s room have to be replaced (i.e., *addition*) or is the foundation structurally sound (i.e., *renovation*)?

NEXT MEETINGS

- **October 17, 2024 – Library Trustees Meeting – 5:30 PM, Ashland Town Library.**
- **November 7, 2024**
- **November 21, 2024**
- **December 5, 2024**
- **December 19, 2024**

The meeting was adjourned at 7:00 PM.

Minutes submitted by Mardean Badger