

**Ashland Town Library
Minutes of Library Trustees Meeting
November 7, 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 (Staples) and seconded (Ruell) to approve the minutes of October 17, 2024. The motion was approved unanimously, 3-0.**

DIRECTOR'S REPORT

- A joint school and public library CLiF event is scheduled for December 5 at the Ashland Elementary School. It will include a presentation by a local author (Amy Makechnie), presentation of books for both libraries and for the children. Each library will receive about 50 books, for pre-K through young adults.
- The November calendar of library events was shared.
- The outside of the library will be decorated soon for the holidays.
- Sara contacted the Antiquarian Bookstore in Portsmouth to look at some of the surplus library books being stored upstairs. They paid the library \$400 for the books and took them away.

TREASURER'S REPORT

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
- The Rusty Rakes bill has been paid in full for outside winter maintenance.
- The Samyn-D'Elia architect's invoice #10392, dated 10/18/2024, for \$12,235.18 has been received for work completed between June 2022 and August 2024. We will request the money to be withdrawn from our Building Capital Reserve fund. The next meeting of the Town Trustees is on December 18. If the invoice must be paid before then, we will discuss borrowing from our other funds/accounts at our next Library Trustees meeting.
 - **A motion was made (Badger) and seconded (Staples) to forward a request to the Trustees of Trust Funds for \$12,235.18 from our Library Capital Reserve fund for payment of the Samyn-D'Elia invoice #10392 dated 10/18/2024. The motion was approved unanimously, 3-0.**

OLD BUSINESS

- **Building & Grounds**
 - Some of the outside shutters have been installed; the remainder will be completed soon.
- **Policies**
 - Revision of our relevant volunteer policies will be discussed at the next meeting.
 - Some volunteer policies that we have looked at include the requirement for background checks for all volunteers.

- Ashland Police Department no longer does background checks for individuals. A person needing a background check would have to go to Concord, for a cost of \$20.75.

LIBRARY BUILDING PLANNING

- We will re-schedule a meeting with Ward D’Elia for next week for another review of the library expansion plans.
- Sara shared a comprehensive site “Wisconsin Library Buildings & Spaces” prepared by the Southeastern Wisconsin Libraries. It includes slide presentations and videos on a variety of topics relevant library building planning, ADA requirements, working with architects, etc. <https://sewilibraries.org/library-buildings-spaces/>
- Sara will review the US RDA guidelines for grants and see if that would assist us in funding for the upgrades needed to address ADA accessibility issues.

NEXT MEETING

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

The meeting was adjourned at 6:10 PM.

Minutes submitted by Mardean Badger