

**Ashland Town Library  
Minutes of Library Trustees Meeting  
December 12, 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 November 21, 2024. The motion was approved unanimously, 3-0.

**DIRECTOR'S REPORT**

- Sara attended two assemblies at the Ashland Elementary School to celebrate the CLiF Year of the Book award to the elementary school and the town library. The event included the 2 assemblies, a visiting author, and the awarding of books to both libraries. Ashland Town Library has received about 35 books to add to our collection.
- There has not been enough interest from libraries to renew the state group subscription to *Heritage Quest*. The subscription cost for a single library, for in-library and remote access, is \$750. Sara has recommended that we subscribe to *Ancestry*, for \$150, which will provide in-library use only.
- During Christmas Night in Ashland, about 189 people visited the library and received seasonal craft kits.
- The recent furnace issue was resolved by Dead River. They were able to start the furnace manually and also replaced the batteries in the thermostat.
- Rusty Rakes has been doing a good job of outside winter maintenance, including sanding, salting and pre-treating of the walkways and stairs. We will ask them to also shovel around the fuel tank filler pipe.

**TREASURER'S REPORT**

- We discussed an issue from last year regarding a patron requesting access to Pease Library in Plymouth due to accessibility problems at our library. There has been no further information from the patron or Pease Library.
- David noted a \$19.15 discrepancy in accounting from our Square account. Sara will run a full report of the transactions.

**OLD BUSINESS**

- **Building & Grounds**
  - There is a noticeable gap in the foundation near the furnace and pipes that should be filled.
- **Policies**
  - Sara will compile suggestions for our draft Volunteer Policy.

## **NEW BUSINESS**

- **Capital Reserve Fund**

- We discussed requesting the Board of Selectmen, at their next December 16 meeting, to include our request for additional capital reserve funds on the March town meeting warrant. **A motion was made (Badger) and seconded (Staples) to request the Board of Selectmen to include an article on the 2025 March warrant for an addition of \$25,000 to our building capital reserve fund. The motion was approved unanimously, 3-0.**
- We reviewed the current balances of our building-related funds –
  - Capital Reserve Fund – approximately \$179,000
  - Scribner Fund – approximately \$65,000
  - Anonymous Donor Fund -- \$400,000
  - Trustees Building Fund – approximately \$12,000

## **LIBRARY BUILDING PLANNING**

- Alice and Sara will be researching some suggested fund-raising consultants.
- At the December 16 Board of Selectmen meeting, we will do a brief presentation of the latest draft of our building expansion plans and submit our request for our building capital reserve fund.

## **NEXT MEETING**

- **January 9, 2025 – Library Trustees Meeting – 5:30 PM, Ashland Town Library**
- [December 19, 2024, meeting is cancelled]

The meeting was adjourned at 6:35 PM.

*Minutes submitted by Mardean Badger*