

**Ashland Town Library  
Minutes of Library Trustees Meeting  
October 17, 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 August 15, September 5 and October 3, 2024. The motion was approved unanimously, 3-0.

**DIRECTOR'S REPORT**

- The library staff recently conducted a short two-day survey to look at how people use the library or why they visit the library, using about a dozen categories. When grouped into similar uses, the two top reasons were using computers/equipment and using space in the building. The next two groupings were using collection materials and asking a question.
- Outdoor furniture will be brought in soon.
- Sara has ordered bird feeders (with assistance from the Friends group) to put outside the childrens' room windows for the winter. Bird watching kits for adults and children are available in the Library of Things, and book identification books are available in the collection.

**TREASURER'S REPORT**

- We reviewed expenses and income, and we approved the current financial report and reconciliation statements.
  - In addition to the usual materials and utilities expenses over the last two months, we also paid for the new library signs, the boiler inspection, Downloadable Books, and the Weebly website annual fee.
  - The fourth quarter town appropriation has been received.
  - We still need to verify how our snow shoveling contractor (Rusty Rakes) will bill the library for the season.
  - We are waiting for information from the town office regarding the BOS and Budget Committee process for the 2025 budget.

**OLD BUSINESS**

- **Buildings & Grounds**
  - The replacement shutters for windows facing Pleasant Street have arrived (3 pairs, at \$60 per pair) and will be installed this weekend.
- **Policies**
  - Sara shared materials for our review of volunteer-related policies. We have a "*Library Volunteer Application*" and a "*Volunteer Service Statement & Agreement*," but we do not have an overall policy statement regarding the use of volunteers in the library. We will discuss volunteer policies and procedures at our next meeting.

- Sara shared sample volunteer policies from Sutton Free Library, Bedford Public Library and Merrimack Public Library, and also noted that the State Library has a document “*Best Practices for New Hampshire Libraries – Volunteers.*”

### **LIBRARY BUILDING PLANNING**

- Our comments about Ward D’Elia’s library plan were forwarded to him; he will get back to us about our comments.

### **NEXT MEETINGS**

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

The meeting was adjourned at 6:34 PM.

*Minutes submitted by Mardean Badger*