

## Ashland Town Library Minutes for July 15, 2013 (Draft)

Those in attendance: Lynn Davis, David Ruell, Alice Staples, Sara Weinberg and Mardean Badger

The meeting was called to order at 5:57pm.

The June 17, 2013 Library Trustee minutes were approved as written. The June 19<sup>th</sup> minutes with the CIP Committee were approved with corrections. The July 11, 2013 minutes with the Budget Committee were approved with a minor correction.

### Director's Report

- Sara shared the July newsletter.
- The library's catalog is available on-line. Patrons can check out and reserve books as well as review their check-out history. Accessing library materials on-line does not allow patrons to renew books.
- On July 20<sup>th</sup>, Don Watson will present "Welcome Home New Hampshire". This is a free event that will be held on the lawn of the library.
- Our new substitute, Adam DiFilippi is working out nicely.

### Treasurer's Report

As of July 15, 2013 the checking account balance was \$6533.09.

- Other Funds
  - Computer Fund: \$790.20
  - Donations: \$5572.44
  - Patron Fees: \$ 692.09
  - Copy Fees: \$447.66
  - Lost Books: \$543.59
- This month's expenditures included usual expenses with the exception of funds spent for Jeff Warner's program.
- We received our 3<sup>rd</sup> quarter appropriation from the town in the amount of \$5400.

### Old Business

#### Old School Building Update

- Tom Samyn believes that the renovations needed to make the old school building work as a library are possible. He also thought that putting books along the perimeter walls on the second floor would alleviate any weight related problems.
- Alice will contact Mr. Samyn for specific details about renovations and suggest another walk-through of the building to take measurements and to better determine the best configuration for a library.
- Chip Brown contacted David about the asking price for the old school building - \$800,000 to \$950,000. Alice will compose a written expression of interest to TCCAP indicating that the Library Trustees are interested in exploring the possible purchase of the old school building for use as a library.
- We discussed different ways to go about raising funds to purchase the old school building such as a warrant article, bond issue and/or capital improvement funds.
- Sara will call the State Library, Bristol Library and Jill Mudgett at Meredith Village Savings Bank to further investigate funding options.
- David will contact Chip Brown to ask about TCCAP's time line for the sale of the building and to inquire about monthly expenses for utilities, oil, etc.

#### Establishing an Ashland Town Library Foundation

- Before starting the process of establishing a library foundation, we will contact Terry Knowles for further information. If a foundation is established, it was suggested that we ask Jill Mudgett if she would be interested in serving as director.

#### Alternate Members to the Library Trustee Board

- David made the motion to recommend to the Board of Selectmen the appointment of Mardean Badger as an alternate member of the Library Trustees and to suggest her term end in March 2014. Lynn seconded. Vote was unanimous.
- David will write a letter to the Board of Selectmen with our recommendation and include RSA202-A:10 to support our request. Alice will sign the letter.

#### Insurance Policies

- It was noted that the insurance policy we received from the town office made no mention of library contents. We feel it is important to know the amount of coverage the library has to determine if it is sufficient to cover our existing contents.
- Alice will ask for content information figures.

#### **New Business**

##### Attorney General's letter to the Scribner Trustees

- We discussed the letter received from the Charitable Trusts Unit of the Attorney General's Office. The Library Trustees definitely are interested in participating in a discussion, with the hope of resolving the issues with the Scribner Trustees about the use of the Scribner Memorial Building as a library. A letter of interest was drafted, reviewed and signed. Sara will put the letter in the mail tomorrow.

##### Phone Policy

- Sara shared concerns about our current phone policy. She believes that it is too general and needs to be expanded to include more specific guidelines for public use of the library phone.

##### Budget for 2014

- For our August meeting, Sara will prepare a budget proposal for 2014.

Our next regularly scheduled meeting will be held on Monday, August 19, 2013 at 6:00 pm.

The meeting was adjourned at 8:17 pm.

Respectfully submitted,  
Lynn Davis, Secretary