

## **Ashland Town Library Minutes for August 19, 2013 (Draft)**

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

The meeting was called to order at 6:03 PM

The July 15, 2013 minutes were approved as written.

### Director's Report

- Sara shared the August newsletter.
- Bernard Hughes, who wrote a book about growing up in Ashland, asked if he could sell his books at the library. The Trustees decided the library could not sell books for individuals, but could offer to put a copy on display along with the author's information.
- Mice are in the kitchen. Lisa will set some mouse traps.
- Adam DiFilippi continues to work out well and plans to lead the August 26<sup>th</sup> book group.

### Treasurer's Report

- As of August 19, 2013 the checking account balance was \$4957.21.
- Other Funds
  - Computer Fund: \$790.20
  - Donations: \$5530.87
  - Patron Fees: \$842.15
  - Copy Fees: \$472.70
  - Lost Books: \$552.63
- This month's expenditures included usual expenses with the exception of funds spent for Don Watson's program
- There is still \$54.00 left in Noreen Crawford's fund. With the remaining money, Sara will purchase a book written by one of Noreen's favorite authors.

### Old Business

#### **Old School Building Visit**

- The Library Trustees, Sara and Tom Samyn will meet at the old school building on Monday, August 26 at 11:00 am to determine what structural changes would be needed to accommodate a circulation desk and other spaces, how to secure the library on all three floors and pedestrian access from the Ashland Elementary School and from School Street.
- Other issues discussed were the following:
  - Student safety coming from the Ashland Elementary School to the library
  - Landscaping issues
  - Possible library budget changes if the library moves to the old school building.
  - Weight issues and placement of books.
  - Resources for determining the amount of shelving required for our collection and other library needs.

### **Establishing an Ashland Town Library Foundation**

- Since the Friends of the Library have the ability to raise funds as a state recognized charitable organization, David suggested that the Friends get tax exempt 501(c)3 status to improve their ability to raise funds.
- Sara shared notes taken during a conversation with Sharon from the Bristol Minot-Sleeper Library about raising funds for a new library. Please see attached.
- Sara looked into warrant articles and how to get one on the ballot.
- The amount of the warrant article will be determined by the purchase price and the cost of needed renovations. It was suggested that we find out the amount TCCAP spent on their renovations in order to see if the asking price represents a bargain for the town.

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

- Alice will write a letter to the BOS and Paul Branscombe asking for a meeting to review the correspondence among The Charitable Trust Unit, the Scribner Trustees and the Library Trustees. The letter will also inform the BOS about our intentions regarding the old school building.

#### **Insurance Policies**

- No word yet.

#### **New Business**

##### **Budget for 2014**

- Sara presented our 2013 appropriations, expenditures to date and a document on developing in pay scale.
- In preparation for developing a pay scale, David and Sara will determine how many hours each employee works and his or her position.
- We worked through each budget line in preparation for the 2014 budget and made preliminary decision on each budget line, except wages and benefits.

#### **Phone Policy**

- Sara bought a \$10.00 phone and put it by the desk for patrons to use. This seems to have solved the problem of patrons using the cordless phone and leaving the circulation desk area.

#### **Lighting on the Main Floor**

- Three lights need ballasts replaced.

Our next regularly scheduled meeting will be held on Monday, September 16, 2013 at 6:00 pm.

The meeting was adjourned at 8:26 pm.

Respectfully submitted,  
Lynn Davis, Secretary