Ashland Town Library Minutes for September 16, 2013 (Draft)

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

The meeting was called to order at 6:01 PM

The August 19, 2013 minutes were approved with a minor correction. The August 26, 2013 Visit to Old School Building minutes were approved as written.

Director’s Report
• Sara shared the September newsletter.
• The Friends of the Library Book Sale is this Saturday (9/21) from 9:00 to 3:00
• Park and Rec. has been coming to the library on Thursday afternoons for the after school program from 2:45 – 5:00.
• The siding on the building is complete.
• The light on the front of the building has not been replaced. This light illuminates the stairs.
• Steve Orlich fixed all the inside lights for under $50.00.
• Sara believes they caught all the mice in the kitchen and are now storing food in the microwave.

Treasurer’s Report
• As of August 19, 2013 the checking account balance was $3635.94
• Other Funds
  o Computer Fund: $790.20
  o Donations: $5513.33
  o Patron Fees: $877.23
  o Copy Fees: $198.15
  o Lost Books: $561.67

• This month’s expenditures included usual expenses.
• Money was transferred from the copy account to purchase ink and paper at a cost of $325.00.
• Steve Blunt was paid $300.00 for his musical performance.
• The annual fee paid for our post office box was $106.

Old Business

Old School Building Visit Plans
• We reviewed the plans from Tom Samyn discussing the following issues:
  o Security on the second floor with the arches opening up the area
  o Access to the second floor corridor when the building is closed.
  o A second egress from the second floor if access to the corridor is locked.
• Outside issues:
  o Access from the elementary school and for pedestrians walking to the building.
  o Handicapped access to the building if not in a vehicle.
• Costs
  o How much will the renovations cost?
  o How much will the building cost?
  o Should the building be appraised for its worth taking into account restrictions on the deed?
o Ask Mr. Samyn to calculate the cost of the basic changes: circulation desk renovations, door on children’s bathroom, removal of sinks (one to bathroom), kitchenette door on second floor and emergency alarms for doors that go to the back stairs
  o Estimate for camera system for the entire building. (Ask Tom)
  o Cost for furniture and shelving.
  o Operational costs.

• Next Steps
  o Appraisals (Mardean and Alice)
  o Cost for furniture and shelving (Sara will talk with Bristol)
  o Renovations (Alice will ask Tom)

• Other:
  • Investigate the bond issue (David will ask at Town Hall)
  • Grants (Sara will ask the State Library)

2014 Budget
• Salary schedule was discussed looking at each employee’s current salary, length of employment and number of hours he or she works.
• Our salary schedule was level funded.
• The Trustees gave final approval of the 2014 budget.
• The library is scheduled to meet with the budget committee on Thursday, October 3, 2013 to discuss our 2014 budget.

**New Business**
**Fundraising**
Alice will explore the possibility of asking some of the marketing professors at PSU about a marketing plan assignment that students could create as a fund raising project for the new library.

**Promotion of Library**
• Mardean suggested adding more information about the library in the monthly newsletter.
• Promoting Facebook on the town website.

Our next regularly scheduled meeting will be held on Monday, October 21, 2013 at 6:00 pm.

The meeting was adjourned at 8:22pm.

Respectfully submitted,
Lynn Davis, Secretary