

**Ashland Town Library
Minutes of Library Trustees Meeting
October 21, 2013**

Trustees Present: Alice Staples, David Ruell, Mardean Badger (alternate – voting)

Trustees Absent: Lynn Davis, excused with notice

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:00 pm.

Approval of Minutes

- The minutes of the September 11, 2013, meeting with the Ashland Board of Selectmen were approved as written.
 - Alice will ask the Town Office if the letter referenced in our September 11 minutes has been sent.

“After lengthy discussion, it was decided that the BOS would write a letter to the Scribner Trustees stating that they had not been informed of their inclusion in this letter and they did not wish to be included. The letter will be cc’ed to the NH Charitable Trust and to the Ashland Town Library Board of Trustees.”
 - The minutes of the BOS Worksession have not been posted on the town website. Mardean will ask if they are available yet.
- The minutes of the September 16, 2013, Library Trustees meeting were approved as written.
- The minutes of the October 3, 2013, meeting of the Library Trustees with the Budget Committee were approved as written.

Director’s Report

- Sara shared the October newsletter.
- The Library will be participating in the school Halloween parade on October 31.
- The Library could use some additional candy donations for the Halloween parade.
- The Library will close early on October 31 at 5:00 pm due to Halloween trick-or-treating.
- Adam has started the Young Adult Book Group, meeting on the last Tuesday of the month. The first selection is “The Fault of Our Stars” (John Green) for October 29 and the November selection will be Sherman Alexie’s “The Absolutely True Diary of a Part-Time Indian.”
- Mardean complimented Adam on his postings on the Library Facebook page.

Treasurer’s Report

- As of October 21, 2013, the checking account balance was \$7,134.52.
- Other account balances:
 - Computer Fund 1,540.40
 - Copy Fees 276.74
 - Donations 5,469.40
 - Lost Books 561.67
 - Patron Fees 887.23
- Received appropriation of \$5,550 from the town, the last one of the year.
- \$750 was moved to the Computer Fund.

- Reviewed accounts which have been overspent or underspent.
- One new book was purchased in memory of Noreen Crawford.
- **David Alice** suggested moving additional money into the Computer Fund, depending on amount of surplus available at the end of the year.

Old Business – School Building

Appraiser

- Sara spoke with Stephen Page, of Plymouth, regarding an appraisal of the school building. She explained that we have several documents that we can provide him (deed restrictions, architectural plans, etc.). <http://sgpage.biz/>
- The appraiser quoted \$2,000 for the appraisal (usual rate, about \$3,500) and could do it in about a month.
- The appraiser advised us to contact TCCAP regarding our hiring of an appraiser. We will contact the realtor, also.
- Mardean will check with the Town Office for the new assessment of the school building.
- **A motion was made (Alice) and seconded (David) to hire Stephen Page to appraise the Old School Building for \$2,000. Payment will be \$1,000 from the checking account and \$1,000 from the Donations account. The motion passed unanimously.**

Furniture/Shelving Costs

- Sara has had several positive recommendations for Tucker Library Interiors. <http://www.tuckerlibraryinteriors.com/>
- Mardean will meet with Sara on Friday, October 25, to begin compiling specifications for furniture and shelving. Specifications will be reviewed by all the Library Trustees.

Renovation Costs

- Alice will contact the person recommended by Tom Samyn for an estimate of renovation costs.

Bond Issue

- David spoke to Paul Branscombe about the bond process and then sent an email explanation of the process to the Trustees.
- We need a gross number for the whole project as soon as possible.

Grants

- Sara stated that there may be grant funding available through USDA Rural for shelving. She will get further information, including deadlines.

Fundraising/Marketing

- Alice has contacted Terri Dautcher at PSU about marketing suggestions. She has had no response yet.

Additional Items

- It was suggested that we plan a Special Collections Room in one of the office spaces on the second floor. This needs to be included in shelving needs.

- Other costs needed include security measures and re-keying the building.

New Business

Personnel – Health Issues

- We discussed the recent complaints by staff members of frequent headaches while working in the library.
- We viewed the circulation area.
- Recommendations
 - Reviewed previous incidences of water leaks by front windows, dust/insulation residue during recent outside work, etc.
 - Check with Joyce Janitorial regarding types of cleaning supplies and chemicals used.
 - Investigate procedure for mold detection – air sample vs. mold sample.
 - Contact Joyce Janitorial about thorough, extensive cleaning of the circulation area (carpets, woodwork, radiators, work surfaces) and get a price estimate.
 - Launder/dry clean curtains and drapes.
 - Replace stained, torn side curtains by the front door.
 - Secure the loose board above the center window behind the circulation desk.
 - Test the loose paint (multiple layers) for lead (above windows behind circulation desk).
 - Direct the employees to keep a log of symptoms, time, etc.
 - Make an initial contact with the Ashland Health Officer to review the situation.

Non-Public Session

- **A motion was made (Alice) and seconded (David) to go into non-public session under RSA 91-A:3, II(c), for *matters which, if discussed in public, likely would adversely affect the reputation of any person.* The Board members were polled individually and each voted yes on the motion. (3-0)**
- The Board went into non-public session at 7:37 pm.
- The Board discussed staff personnel matters.
- **A motion was made (David) and seconded (Mardean) to come out of non-public session. The vote was unanimous (3-0) and the Board came out of non-public session at 7:44 pm.**

Next Meeting

- The next meeting will be Monday, November 18, at 6:00 pm in the Ashland Town Library.

The meeting was adjourned at 7:51 pm.

Minutes submitted by Mardean Badger