

**Ashland Town Library
Minutes of Library Trustees Meeting
November 18, 2013**

Trustees Present: Alice Staples, David Ruell, Lynn Davis

Trustees Absent: Mardean Badger, absent with notice

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:03 pm.

Approval of Minutes

- The minutes of the October 21, 2013, Library Trustee meeting were approved as written.

Director's Report

- Sara shared the November newsletter.
- Follett (online automation system) will be down from November 27th through December 1st.
- Sara's response to Brenda Paquette's inquiry about signed time sheets: The library does not keep or require signed time sheets for each employee. Staff members use a log sheet to record the number of hours worked.
- Alice asked if the letter from the Board of Selectmen went to the Scribner Trustees and Terry Knowles. Sara will email Terry Knowles to inquire if Terry has received a copy of the letter in question.

Treasurer's Report

- As of October 21, 2013, the checking account balance was \$5,864.28.
- Other account balances:
 - Computer Fund 1,540.40
 - Copy Fees 283.76
 - Donations 6,435.35
 - Lost Books 561.67
 - Patron Fees 947.37
- A check was written for the Library Journal for \$158.00.
- The Library Trustees approved the purchase of a new computer, for office use, with money from the checking account. A new computer may require a newer version of Quicken along with other updated software.
- Stephen Page (appraiser) will be paid \$1000 from the checking account.
- Sara will replace the 12th Regiment Book that is missing.
- Marion Crowley donated \$1000 to the library. Lynn will write her a thank you note.

Old Business – School Building

USDA or other Grants

- There may be grants for shelving, but we must own the building before we can apply.

Furniture/Shelving Cost

- Tucker Library Interiors will get back to us about the cost for shelving and furniture according to the floor plan Sara submitted to them.

Renovation Costs

- Alice suggested \$25,000 for projected renovation costs.

Bond Issue

- We need figures for the Board of Selectmen that include the length of bond payments and yearly cost to the town. (i.e. 10 years at \$100,000 per year).
 - Costs to date:
 - \$5000 for architectural plans
 - \$25,000 for renovations,
 - Furniture and shelving (unknown),
 - Appraisal (unknown)

Warrant Article

- The warrant article will ask voters to approve the purchase of the old school building and the reasons why the purchase is necessary.
- Sara will prepare a narrative indicating the reasons for a new location.

Questions for Tom Samyn

- Is the circulation desk part of the renovation cost or will we need to purchase one ourselves?
- Do we need a second egress on the second floor when the building is closed?

Old Business: Personnel – Health Issues

Joyce Janitorial – Chemicals, Cleaning

- Cleaning products kept at the library are not too toxic
- Joyce Janitorial cleaned behind the radiators and the window sills

Curtains

- Curtains were sent to the dry cleaners.
- Replaced sheer panels on door.

Replacing Board

- Steve Orlich secured the loose board by the circulation desk.

Lead Test

- Lead was found around the window sashes.

Log of Symptoms

- Symptoms included: headaches, coughing, sneezing and scratchy throat.
- Employees feel better since Joyce Janitorial dusted the window sills and cleaned behind the radiators.

Fran Newton

- Fran provided a list of lead abatement contractors.

Further Actions

- Since Sara and Terry have worked at the library the longest, they will be tested for lead.
- Sara will purchase a carbon monoxide detector.
- Lynn will ask Steve if the Fire Department can test the library for carbon monoxide levels.

New Business

Facebook

- Staff needs to remain neutral when responding or posting on Facebook.
- Sara will check for Facebook policies from other libraries.

Library Director Evaluation

- Alice shared a draft of her library director evaluation form.
- Lynn suggested including descriptors for each category of responsibility.
- Lynn will create a rubric for performance evaluation.

Next Meeting

- The next meeting will be Monday, December 16, at 6:00 pm in the Ashland Town Library.

The meeting was adjourned at 7:45 pm.

Minutes submitted by Lynn Davis