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:
  o Computer Fund  1,540.40
  o Copy Fees  283.76
  o Donations  6,435.35
  o Lost Books  561.67
  o 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).
  o 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