

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**December 16, 2013**

**Trustees Present:** Alice Staples, David Ruell, Lynn Davis, Mardean Badger (alternate, non-voting)

**Trustees Absent:** [none]

**Others Present:** Sara Weinberg, Library Director

The meeting was called to order at 6:06 pm.

**Approval of Minutes**

- The minutes of the November 18, 2013, meeting were approved as written.

**Director's Report**

- Sara shared the December newsletter and upcoming events.
- Pictures with Santa for the Christmas Night in Ashland was very popular, with more people than last year.
- Sara distributed samples of social media policies, from Portsmouth Public Library, Weare Public Library, and Barrington Public Library. We will review the sample policies for discussion at the next meeting.
- Sara suggested that we compile an employee handbook, to include pay procedure and selected policies.
- The library has purchased (\$65) a replacement for the missing NH 12<sup>th</sup> Regiment book. It will be catalogued for circulation, as it is a replica of the original. [Note: Sara reported on December 20 that the original book has reappeared.]
- Sara and ~~Lisa~~ Terry have not yet had the lead testing done, but will do so.
- The library has purchased a carbon monoxide detector. Steve Heath tested the library for carbon monoxide and found none.

**Treasurer's Report**

- As of December 16, 2013, the checking account balance was \$2,546.02.
- Other account balances:
  - Computer Fund           1,540.40
  - Copy Fees                283.76
  - Donations               6,392.98
  - Lost Books               561.67
  - Patron Fees              967.45
- Monthly expenses included payments for drapery dry cleaning, sand bucket, carbon monoxide monitor, and \$1,000 (one-half of cost) for the appraisal of the Tri-County CAP building. A new computer was also purchased from WalMart (\$124), in addition to a wireless adaptor and a new version of *Quicken*.
- There are sufficient funds in the payroll account to complete the year. We will end the year with a balance in the town account, although less than usual.
- We discussed the amount to request for transfer from the town account to the library checking account for the beginning of 2014. David will send a letter to the Board of Selectmen requesting a transfer of \$4,000 for the first three months of the year.

## Old Business

- **Time Sheet Issue with Town:** The Finance Officer has stated that the Library must submit a signed time sheet for payroll as per RSA. The Library Trustees have requested a copy of the relevant RSA but have received no response. Another payroll has been submitted.
- **Selectboard Letter to AG Office:** Terry Knowles stated on December 3, 2013, that the Attorney General's Office has not received any correspondence from the Board of Selectmen regarding the Scribner Trustees' letter of August 9, 2013. We will contact the Town Office regarding the letter and the minutes of the BOS work session of September 11, 2013 at which the matter was discussed. We need to get an update from the AG's office regarding the rest of the process to resolve the conflicts.
- **School Building: Purchase of Tri-County CAP Building**
  - Steve Page, Appraiser: No information has been received from him yet. Sara will make further contact with him to explain our time limitations.
  - Tucker Library Interiors: A preliminary proposal for layout and cost of furnishing has been received. The proposal cost of \$71,967.84 is higher than we expected, although items and prices can be adjusted later as we proceed. The proposal does not include a circulation desk.
  - Alice has attempted to contact the construction reference provided by Tom Samyn, but it appears he is out of business. An alternate name has been suggested.
  - We agreed to use an estimate of \$100,000 to include both furnishing the building and completing the minor renovations needed, in addition to the cost of the building purchase.
  - We discussed the bond issue process, steps and timeline. Alice will request being placed on the agenda of the next Board of Selectmen work session to discuss the project.
  - We reviewed suggested language for a bond issue warrant article.
  - Mardean will work with Sara on drafting documents to explain the library's needs for additional space and new location.
- **Library Director Evaluation**
  - Lynn presented a draft of the *Library Director Evaluation Rubric*. She explained the value of the rubric format, to present clear expectations for the library director and for those evaluating the performance of the director.
  - We reviewed the draft of the rubric and discussed some language correlation between the job description and the evaluation rubric.
  - Lynn will continue to edit the Evaluation Rubric.

## New Business

- Lynn Davis expressed a desire to gradually reduce her responsibilities as a Library Trustee in the coming months.

## Next Meeting

- The next regular meeting of the Ashland Library Trustees will be January 20, 2014, at 6:00 pm at the Ashland Town Library.

The meeting was adjourned at 8:08 pm.

*Minutes submitted by Mardean Badger*