

**Ashland Town Library
Minutes of Library Trustees Meeting
March 20, 2014**

Trustees Present: Alice Staples, David Ruell, Lynn Davis

Trustee Absent: Mardean Badger – alternate, non-voting (absent with notice)

Others Present: Sara Weinberg, Robin Fisk, Patty Sue Salvadore

The meeting was called to order at 6:07 pm by Alice Staples.

Approval of Minutes

- A motion was made by David Ruell, seconded by Alice Staples, to approve the following minutes:
 - 2/25/2014 with one correction (Rhodes rather than Rhoades)

Director's Report

- Sara reported that a Library Summit will take place in Concord in May. Lisa will attend.
- Kevin Gardner, author of *Granite Kiss*, will visit the Ashland Town Library, as a library sponsored event, in late September or early October.
- Sara proposed looking into purchasing two Kindles for patrons to use for downloadable books. There were concerns about the return of the Kindles and the initial cost. Robin Fisk suggested requiring a security deposit when checking out a Kindle.

Treasurer's Report

- There were no unusual expenditures for the month, except for \$216 to purchase stamps for the old school mailing. Money for the stamps came from the donations account.
- David reported that the copy fee account total is \$425 which is low for this account. After the large number of copies made for the mailing, a new drum for the copier had to be purchased for \$170 as well as cartridges and paper. In order to cover all costs for the mailing, the following motions were made.
 - David Ruell made the motion, seconded by Alice Staples to transfer \$300 from the copy fee account to the general fund. The vote was unanimous in favor of the motion.
 - David Ruell made the motion, seconded by Alice Staples to transfer \$168 from donations to the general fund. The vote was unanimous in favor of the motion.
- The default budget drops the library's overall budget by \$750.
- Salaries: David Ruell made the motion, Alice Staples seconded to raise employees' salaries according to the newly adopted salary schedule beginning March 17, 2014. The vote was unanimous in favor of the motion.

Old Business

- Lead Testing: At this time, no one has been tested.
- Social media policies – Tabled.
- Library Director Evaluation Rubric – Tabled.
- Employee Handbook – Tabled.

New Business

- CIP report
 - Steve Felton discussed procedures for filling out online applications for projects.
 - The CIP wants a detailed description of the project and how the money will be raised.
 - The library is scheduled to meet with the CIP on May 21st and July 16th. The application form must be completed before the May meeting.

- Robin Fisk – Community Development Finance Authority (CDFA). Robin discussed tax credits as a way to raise money for the new library.
 - Tax credits are reserved each year to fund projects
 - When applying, applicants must explain why there is a need and the cost.
 - Tax credits are sold to businesses to raise the money. Applicants have up to two years to sell the tax credits.
 - Robin Fisk will ask CDFA about the application cycle. More discussion to follow.
- Patty Sue Salvadore proposed another way to raise money through pledges from private citizens. She will speak with Jill White at MVSB and get back to us.
- How to Proceed with Old School
 - Alice will draft a letter to Tri-County Cap to ask them under what conditions would they extend their offer to sell the old school building.
- Re-considering Other Options
 - It was decided that the old school is the only viable option for a new library.
- USDA – Rural Library Grant
 - This grant provides an opportunity for rural public libraries to improve their children’s book collections, make books more accessible to local children and collaborate with the local elementary schools.
 - Sara will investigate this further and contact Sarah Davis, the librarian at Ashland Elementary School, to discuss the grant.
- Lynn Davis presented her letter of resignation to the library trustees citing the need to devote more time to other commitments.
- David moved the motion to accept with great regret Lynn’s letter, Alice seconded with regret. Vote was two in favor of the motion with one abstention.
- David moved the motion to recommend Mardean Badger as Lynn’s replacement, Lynn Davis seconded. The vote was unanimous in favor of the motion.

Next Meeting

- Thursday, April, 28 2014, at 6:00 pm, at the Ashland Town Library.

Minutes submitted by Lynn Davis