

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**April 28, 2014**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**  
**Others Present: Sara Weinberg**

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

**Approval of Minutes**

- A motion was made by David Ruell, seconded by Alice Staples, to approve the following minutes:
  - 3/20/2014, with one correction (*Fist to Fisk*). Approved 2-0-1 abstention (Badger).
  - 3/25/2014, as presented. Approved 3-0.

**Director's Report**

- Sara reviewed the draft of the May 2014 newsletter.
- The “Moved and Seconded” program has been added to the Town website.
- The regular book group will not be meeting in May (most of the participants are members of the Garden Club, who will be doing the Town planting that day).
- MVSB has donated a pass to the Science Center in Holderness.
- Clif (Childrens Literacy Foundation) grant was submitted.
- The new Library website has been up for a month, with 1950 page views already.
- Parks & Recreation program was at the Library on Tuesday.
- The Destiny site/software will be unavailable due to upgrading from 5/23 (9 pm) through 5/25. Because all circulation, catalog and member information will be unavailable, the Trustees agreed that the Library will be closed on Saturday, 5/24.
- The Library will be closed for Memorial Day on 5/26.
- One of the upstairs doors into the Scribner Trustee room is unlocked and will not stay closed.
- We will contact Steve Heath after the school year is done regarding an update on the fire code inspection and recommendations for the second floor.

**Treasurer's Report**

- There were no unusual expenditures for the month.
- \$168 was transferred from *Donations* to reimburse expenses from election advertising and printing. \$300 was transferred from *Copy Fees* to purchase copier supplies.
- The second quarterly payment (\$5,700) was received from the Town.

**Reorganization of the Board**

- The motion was made by David Ruell, seconded by Alice Staples to elect the following officers for the ensuing year. The motion was unanimously approved.
  - Alice Staples, Chair
  - David Ruell, Treasurer
  - Mardean Badger, Secretary

**Old Business**

- CIP Process -- The Trustees reviewed the dates and forms for the Library's submission to the CIP (Capital Improvement Program) Committee. The primary question was whether we should just use the information (costs) we developed for the TCCAP building or should try to generalize costs. We decided we probably need to do some of both.

- Mardean will put together a draft of the project sheet and forward to the other members for revision.
- Fundraising Going Forward
  - Alice will invite Jill White (MVSBB) to a future meeting to discuss types of funds and how to set up a special fund to be used for donations toward a new library.
  - CDFA – We will check on training sessions in preparation for next year's application process. We need to find out if we can approach businesses in advance for committing tax credits.
  - The USDA Rural Development grants – We will check on dates for next year.
  - NH Charitable Trust – We already have a profile available and will keep looking for applicable grants.
- Social Media Policy – Sara presented us with a first draft for the policy. We will review it and discuss it at our next meeting.
- Employee Handbook – This will be Sara's next project.
- Kindles – Sara has investigated the price for the Kindle PaperWhite, about \$124 for the Kindle, power adaptor and protective cover. She has reviewed a few policies used in other libraries. Other issues to investigate include experience with loss, damage, and ease of managing.
- Library Director Evaluation Process – We reviewed the rubric and the summary form.
  - Suggested changes on the summary form include: deleting "rating," changing the "Narrative Evaluation" section to "Areas of Strength" and "Areas to Address".
  - On the rubric, we will decrease the size of the "Did not observe" column.
  - Mardean will revise the forms and forward to all before the next meeting.
  - The 3 trustees will complete the forms individually and then combine responses.
  - Sara will do a self-evaluation based on the same forms.
- Lead Testing – We have provided 2 Library employees with the information from Speare Hospital for lead testing. Neither employee has had her blood tested yet.

### **New Business**

- Town Bulletin – The Town Bulletin will be published twice monthly, on the Friday following each Monday Selectboard meeting. We will submit a variety of information for the Bulletin, including events, "Did you know?" items, etc. It was also suggested that we share the monthly Library newsletter with other Town officials and put the Library Calculator on the library website.
- Copier Fund – We discussed earmarking the Copier Fund for a particular purpose, (a) build it back up to enable replacing the copier (about \$400) when needed, or (b) continue using it primarily for replacing copier supplies. It was the consensus of the Trustees to pay for copier supplies out of our regular budget, and re-build the Copier Fund toward the cost of a new copier.
  - Printing for the Library accounts for about half of our copier supply costs.
  - Copies for the public are charged at 10 cents per copy.
- Alternate Trustee – Sara will post a note in the Library only and/or approach those who she thinks might be interested in being an Alternate Trustee for the Library.

### **Next Meetings**

- May 20, 6:00 pm, Town Library -- regular meeting.
- May 21, 6:30 pm, Fire Station – meeting with the CIP Committee

The meeting was adjourned at 8:00 pm.

*Minutes submitted by Mardean Badger*