

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

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

The meeting was called to order at 6:00 pm by Chair Alice Staples. All Trustees are present.

Approval of Minutes

- **A motion was made (Alice Staples) and seconded (David Ruell) to approve the minutes of April 28, 2014. The vote was unanimous (3-0) in the affirmative.**

Director's Report

- The CLiF (Children's Literacy Foundation) grant was received. More information will come regarding selecting books, scheduling programs, etc.
- Ashland Town Library will be part of the Lakes Region Read program, which will feature Rebecca Rule's book "Live Free and Eat Pie; A Storyteller's Guide to New Hampshire." The Meredith library director will be writing the grant. Each library will receive 20 books. Among the activities will be one major event with the author.
- Lisa went to the Small Library Summit. Featured topics were patron confidentiality, branding and advertising, and handling impaired patrons.
- Dr. Seuss storytime went well.
- We are averaging about 6-8 readers weekly with Willow.
- "The Other Book Group" has about 7-8 members and is growing.
- The next Friends meeting is May 29. They are considering a summer book sale.
- Upcoming program – July -- Hampstead Stage Company
- Upcoming program – Fall -- Kevin Gardner, author of "Granite Kiss; Traditions and Techniques of Building New England Stone Walls"
- Employee Handbook – Sara and Alice each have some of the policies; some are missing. Alice will send out to all what she has on her computer. Each policy should indicate when it was adopted and revised. We should compare our policies with the town's employee policies, although we are allowed to set different policies. Should any of the employee policies go on the website?
- Sara shared information about the StoryWalk® program. Fran Newton of Ashland's HEAL program was also excited about the idea. (One source of information is at <http://www.lets-go.org/in-your-community/story-walk/>)

Treasurer's Report

- In addition to the usual ones, expenses of note were fire extinguisher inspection, Follett technical support, and NHLTA memberships.
- The next payment from the town will be in July.

Old Business

- The Social Media Policy was reviewed. Under the "content to be avoided" section, we will add a reference to political and religious issues.

- Library Director Evaluation Process -- We reviewed the Rubric and Summary Forms. In the Rubric section “Quality Service and Management,” item #8 will be changed to reference “at least *one* professional development activity.”
 - The process was reviewed. Sara will complete a self-evaluation using the forms. Each trustee will use the rubric as a guide to complete the Summary form individually. The individual forms will be given to Alice, who will combine the ratings and comments into one summary. After we review the evaluation (in non-public) along with Sara’s self-evaluation, Alice will meet with Sara to go over the evaluation conclusions.
- Kindles – We discussed the proposal to purchase a Kindle for patron usage.
 - **A motion was made (Alice Staples) and seconded (Mardean Badger) to purchase 2 Kindle PaperWhites (approximately \$124 each with power adaptor and cover) and to take the funds from Patron Fees. The vote was unanimous (3-0) in the affirmative.**
- Lost Book Fund – These funds can be used for “general repairs and upgrading, and for the purchase of books, supplies and income-generating equipment” (RSA 202-A:11(III)). We will transfer some of these funds into the checking account once or twice a year.
- Equipment Needs – Because the router is getting slow and sometimes going off-line, Sara was given permission to buy a replacement (estimated \$75 cost).
- Cleaning – The cleaning staff will be reminded to clean the upstairs floors more frequently.
- USDA Rural grants – Sara will check in September for 2015 application dates.
- CDFA Tax Credits – Further information regarding dates will be gathered.
- CIP Worksheet – This was reviewed in preparation for meeting with the CIP Committee on May 21.

Next Meetings

- **May 21** – Library Trustees meeting with CIP Committee – 6:30 pm, Fire Station
- **May 27** – Library Trustees meeting with Jill White and Gracie Cilley (MVSBS) regarding funds for library building – 2:00 pm, Ashland Town Library
- **June 26** – Library Trustees Meeting – 6:00 pm, Ashland Town Library

The meeting was adjourned at 8:30 pm.

Minutes submitted by Mardean Badger