

**Ashland Town Library
Minutes of Library Trustees Meeting
July 16, 2014**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Others Present: Sara Weinberg, Library Director

The meeting was called to order at 6:00 by Chairperson Alice Staples at the Ashland Town Library.

Director's Report

Sara updated us on the air conditioner in the children's room. The electrician has visited; she believes that the floor plug was likely stepped on and the plug end can probably be replaced. She would recommend re-locating the outlet off the floor. She will contact the Scribner Trustees to gain access to the under-floor area.

A patron who uses a walker has stated that access to the building (especially the back walkway) is not ADA-compliant and she has indicated that she will file a complaint. [Note: The patron is the one who needed access to the ramp when Mr. Ogden was painting it during open hours.] If we receive the complaint, our response will include notifying all appropriate parties (Scribner Trustees, Town Office, Terri Knowles in Concord), explaining who is responsible for the building and property (Scribner Trustees), and gathering all documentation indicating our attempts to resolve issues with the building and grounds.

Other Business

Alice and Sara reviewed what they are going to say relative to the Library Building Fund at the Art Harriman concert on July 17.

We reviewed what information we will be presenting at the CIP meeting – list of actions we have taken since last meeting with CIP and proposal to begin a capital reserve fund (\$10,000 to \$20,000) at the March 2015 town election.

We temporarily recessed the meeting at 6:33 to go the Fire Station for the CIP meeting.

Capital Improvement Program (CIP) Committee Meeting

We joined the CIP Committee meeting at the Fire Station and started our presentation at about 7:00.

- CIP Committee members : Steve Felton, Sue MacLeod, David Toth, Kendall B. Hughes, Ingrid Heidenreich.
- General Public: Fran Newton, Normand DeWolfe

We reviewed our progress on library facility planning since our last meeting with the CIP on May 21:

- Met (May 27) with Jill White and Gracie Cilley of MVSB – discussed funding sources (CDFA, CDBG, Rural Development), 501(c)3 status for the Friends, and appropriate bank accounts
- Added a PayPal link to the Library website for donations to the Library Building Fund
- Established a bank account at MVSB for the Library Building Fund
- Met (June 2) with Michael Coughlin, CEO of TCCAP and Chip Brown, Norton Asset Management – discussed price of the TCCAP building, their need to recoup their investment in the building, and interest of other parties in leasing the building
- Met (June 26) with Mark Scarano, Director of Grafton County Economic Development Council – discussed funding sources (CDFA, CDBG, Rural Development), Funders Forum and other fund-raising strategies
- Newspaper article in Laconia Citizen, Laconia Daily Sun (7/11) regarding Library Building Fund and July 17 concert
- Kick-off concert announcing Library Building Fund, July 17, with Art Harriman

The CIP members had various questions – Had we investigated lease purchase of the TCCAP building? Are there other properties we have looked at? Do we have building costs for new building or expanding current building?

We explained our plan to continue to investigate and pursue other sources of funding. Both groups agreed that other sources of funding will lessen the amount that voters would ultimately be asked to support. And both groups agreed that a viable first step is the establishment of a capital reserve fund through the warrant article process for 2015. A starting figure of \$50,000 for a capital reserve fund was discussed. The CIP Committee will be evaluating all requests from various town departments over the next several months to develop a recommended plan for the 2015 budget process.

We will continue to update the CIP Committee with any changes or progress in our building fund efforts.

We adjourned the Library Trustees meeting and left the CIP meeting at 7:20 pm.

Next Meeting

August 7 (Thursday) – Library Trustees Meeting, 6:00 pm, Ashland Town Library.

Minutes submitted by Mardean Badger