

**Ashland Town Library
Minutes of Library Trustees Meeting
September 11, 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.

A motion was made and seconded to approve the minutes of August 7, 2014. The vote was 3-0, unanimous in the affirmative.

LIBRARY DIRECTOR'S REPORT

- The number of children signing up for the story time and crafts has increased to about 20 to 25, raising issues of space capacity and sufficient supplies. We may have to split story time groups, increase number of sessions, and/or provide 2 age-levels of crafts (younger, older).
- The Cafe Monte Alto gift certificate was sent to Jeff at A-Bits as a thank you for his recent computer service.
- The first books from the CLiF grant should arrive about the end of September. And October 15 is a tentative date for the first story-telling session.
- Items have recently been taken from the video return box. We discussed some possible modifications to the return slot.
- Staffing updates:
 - Dawn Day is available for "on-call" coverage on nights and Saturdays.
 - Adam is still available for occasional fill-in coverage.
 - Sophie will continue to work about 3 hours per week.
 - Kayley Fouts is available for temporary fill-in.
 - **A motion was made (Badger) and seconded (Staples) to approve Dawn Day and Kayley Fouts as occasional part-time employees. The motion was approved 3-0 in the affirmative.**
- Sara has asked Jenn Lyford for an estimate for cleaning, but has not received any information yet.
- An inspector from Travelers Insurance asked to inspect the Library boiler, but was told that he would have to contact the Scribner Trustees for access to the basement. The inspector indicated that it was unusual (or maybe borderline illegal) for the Town not to have key access to the furnace. Nothing further has been heard.
- Sara raised a concern about not having an occupancy permit for the Library, especially in light of attendance at story times and other events. Sara will contact Fire Chief Heath about that issue.

Mardean updated the Trustees on the communication with the Town regarding the Primex safety inspection. The Library was not notified of the inspection and was not visited. In reviewing the inspection report for the other town buildings, common items cited in other areas included display of boiler certification, first aid supplies, emergency lighting, GFCI outlets by sinks, general housekeeping.

TREASURER'S REPORT

- Expenses were normal (books, audios, cleaning, magazine subscription, utilities, etc.). Other expenses included: a lock/hasp for the bathroom cabinet, annual Post Office box rental, gift certificate for Jeff at A-Bits, software clipart, and mileage for Sara.
- Income included a processing fee for an overdue book and transfers from donations for MVSB.
- One more payment will be forthcoming from the town appropriation.
- The Treasurer's reports were signed by the Trustees.

OLD BUSINESS

Insurance Issues

Mardean reviewed an email communication she received from Primex. The representative indicated that covered property claims are covered at replacement costs if items are replaced. The Board of Trustees and Library employees are covered under the liability coverage with the Town for their actions that are within the scope of their duties for the Town. She said they do not have the library building listed under Primex coverage, but it would be prudent for them to review the policy that the trustees have to make sure we are covered but not paying for duplicate coverage.

Mardean will follow up with the Town about obtaining a copy of the Scribner's insurance policy on the building. We also need to double-check the amount of coverage for the contents of the Library.

2015 Budget

We continued working on the 2015 proposed budget. We had identified several categories at a previous meeting that needed more research -- cleaning, code compliance, dues, supplies, utilities, and wages -- and we reviewed the information gathered for those items.

- Wages -- changed to \$37,700
- FICA -- changed to \$2,337
- Medicare -- changed to \$547
- Cleaning -- kept the same at \$2,500
- Code compliance -- increased from \$70 to \$100
- Dues -- decreased from \$185 to \$170
- Supplies -- increased from \$1,000 to \$1,200
- Utilities -- changed from \$2,300 to \$2,000

After reviewing all other categories, **a motion was made (Badger) and seconded (Staples) to approve the 2015 Library budget proposal for \$60,604. The motion passed 3-0 in the affirmative. A default budget of \$60,005 was approved by consensus.**

Historic School

We have received word from Chip Brown that the price of the historic school (TCCAP building) has been reduced from \$850,000 to \$750,000. David will contact Chip Brown expressing our

continued interest in the building, but will note that any action on our part depends on grant cycles, fund-raising and/or warrant article.

Members of the previous Space Needs Committee were Sue Ackley, Lisa Rollins, Don Bump, Karin Krahn-Burke, Mardean Badger, Alice Staples, and Sara Weinberg. Patrons who have offered to help with our current building project include Sue Longley, Deb Boyer, Ann Marie Sanborn, Beth and Brian Chalmers, and Kara Hamill. Alice will draft a letter to Brian to see if he might be willing to spearhead our fund-raising efforts. We will also consider creating a committee for fund-raising.

Alice has not heard back from George Hunton (CDBG), so she will try contacting him again. She will communicate that we would welcome him here or we can offer to go see him if it's more convenient.

In reference to a warrant article for a capital reserve fund, we should create the appropriate wording for a warrant article to present to the Board of Selectmen and/or CIP Committee. Mardean will work on the wording.

Bike Rack

Sara spoke to Joe Mazzone about the offer of placing a bike rack at the library (through a grant obtained by HEAL). She indicated that he needs to talk to Eliot Dupuis to get permission. Joe will send him an email and let us know what he hears back. The location that was discussed is behind the building near the end of the ramp; it would be movable and not attached to the building.

Library Outreach

Sara expressed an idea to offer a *Library 101* "course" for adults in a group setting -- how to use the online catalog, finding materials on the shelves, etc. She also noted that she does deliver and pick up materials for the elderly, including at the 2 elderly housing sites.

The next meeting of the Library Trustees will be on Monday, October 27, 6:00 pm at the Library.

At 7:48, a motion was made (Badger) and seconded (Staples) to go into non-public session for purposes of personnel, under RSA 91-A, 3-II(a). The roll call vote 3-0, unanimous in the affirmative.

The Trustees discussed personnel evaluation. No votes were taken.

At 8:00 pm, a motion was made (Staples) and seconded (Badger) to come out of non-public session. The vote was 3-0, unanimous in the affirmative.

The meeting was adjourned at 8:00 pm.

Notes submitted by Mardean Badger