

**Ashland Town Library  
Minutes of Library Trustees Meeting  
October 27, 2014**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger**

**Others Present: Sara Weinberg, Library Director; Meena Gyawali, CDFA**

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

**Guest, Meena Gyawali (CDFA)**

Ms. Gyawali reviewed the CDBG grant parameters, requirements and process. Some of the points included:

- CDBG funds come from federal HUD funding
- Grant awards up to \$500,000 must be applied for through the town
- Requires 1-to-1 match; helps to have additional funds above the match
- ADA-compliant issues receive higher priority
- Acquisition of buildings receives lower priority (only up to assessed value)
- Must serve at least 51% of low/moderate income
  - About 54% of Ashland is low/moderate income
  - Suggest that we work creatively with # of library users in low/moderate category
- Project readiness is heavily considered – e.g., purchase/sale agreement; approval through planning/zoning process, etc.
- Grant administration can be paid for through the grant if funded
  - Maximum \$12,000 administration (about \$4,000 writing)
- Application workshop December 4; Deadline January 27
- Next time frame about May-July

**Tax credit program**

- Looser requirements
- 1 round per year, average \$200,000-300,000 per project
- Due approximately June/July
- Project must be crucial to the community
- No grant administration funding

**Planning/Feasibility Grant**

- \$12,000
- Could be used to assess multiple scenarios
- May/June

**USDA Rural Development**

- Grant money for furniture could go toward the CDFA match

Meena Gyawali's husband is Dan Szczesny, author of *"The Adventures of Buffalo and Tough Cookie"*, which the Library has just purchased. She commented that he is available for presentations in libraries. His other book is *"The Nepal Chronicles: Marriage, Mountains and Momos in the Highest Place on Earth."*

The Trustees agreed that it would be advisable to check further into the CDBG planning/feasibility grant. We will explore the process, timeline and application.

## APPROVAL OF MINUTES

**Minutes of September 12, 2014 – A motion was made (Ruell) and seconded (Staples) to approve the minutes of September 12, 2014. The motion was unanimously approved 3-0.**

## DIRECTOR'S REPORT – SARA WEINBERG

- The Halloween parade will start about 1:00 on October 31. Bags are ready with candy, stickers, etc.
- The Library is displaying the donations for the Christmas lights fund-raising initiated by Sherry Downing. The Library is also selling the raffle tickets.
- The Pre-School Story Time on November 7 will feature a NH Humane Society program on caring for pets.
- The CliF Books presentations have been done at Arlene Ober's pre-school and at the Elementary School. At presentations in the spring, each child K-5 will be able to pick out a book.
- A Library report has been sent to Paul Branscombe to be included in his monthly report.
- The payroll issue has been resolved, according to Norm DeWolfe, and no changes are needed in our process.

## TREASURER'S REPORT – DAVID RUELL

- The last town appropriation, \$4750, has been received.
- The Library has received a \$1,000 donation from Marion Crowley.
- We discussed our general expenditures for the rest of the year and what might be transferred to our other funds. Discussion of this issue will be continued.
- We will transfer \$750 to our computer fund.
- Expenditures were typical for the past month and included 6 months of the website fee, \$100 for Lakes Region Reads program, and \$300 for the Granite Kiss program.

## OLD BUSINESS

### Warrant Article

The wording for the petition warrant article was discussed and agreed upon; we will ask for \$25,000 for the capital reserve fund. We will forward the wording to the town attorney for review and then start gathering signatures on the petition:

***Shall the Town vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 to be known as the Ashland Library Building Fund for the purpose of purchasing, building and/or renovating a facility (including furnishing and equipment) for the Ashland Town Library, and to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) towards this purpose, and to further appoint the Ashland Library Trustees as agents to expend from the fund.***

### Insurance Issues

There was no further progress on information regarding the insurance on the building. We will continue to pursue the matter.

### Electric Upgrade

The Library lights were reviewed for the NHEC upgrade grant being considered by the Town. Our lights are T12 which are not made anymore and would cost about \$40 per unit to replace. While he was here, the electrician fixed two lights which had not been working properly.

### Bike Rack

The Scribner Trustees have agreed to placement of a bike rack at the library, although the location still needs to be clarified. Mardean suggested writing a thank you note to the Scribner Trustees, HEAL and Joe Mazzone.

### Occupancy

Steve Heath can do a fire inspection at any time, but an occupancy permit cannot actually be issued unless we meet all codes. The old inspection report seems to have been dropped. Sara will find a copy of it for Mardean's reference.

### DVD Theft Protection

We are still working on finding a solution to modifying the movie return box to prevent theft. It was suggested to contact Paul Proulx for assistance. Sara has noticed other issues with missing DVD's inside the library and will investigate solutions, including camera surveillance.

### Letter to Brian Chalmers

Alice will send a letter to Brian Chalmers to ask if he might consider being a lead in our building project fund-raising campaign.

### Staff Evaluations

Sara will be working on conducting staff performance evaluations.

### **New Business**

#### IP Address

We discussed the occasional internal interruptions in our internet access. The situation has somewhat improved since we replaced the router and modem. Two possible solutions were mentioned – paying for a static IP address or increasing bandwidth. We will continue to investigate the issues and explore solutions.

### **Next Meeting**

**The next Library Trustees meeting will be November 24, at 6:00 pm at the Library.**

The meeting was adjourned at 8:05 pm.

*Minutes submitted by Mardean Badger*