

**Minutes of Library Trustees Meeting
November 24, 2014**

Trustees Present: Alice Staples, David Ruell
Others Present: Sara Weinberg, Library Director;
Absent with notification: Mardean Badger

The meeting was called to order at 6:03 pm by Chair Alice Staples.

APPROVAL OF MINUTES

Minutes of October 27, 2014 – A motion was made (Staples) and seconded (Ruell) to approve the minutes of October 27, 2014 with a minor correction. The motion was unanimously approved 2-0.

DIRECTOR’S REPORT – SARA WEINBERG

- The November newsletter was distributed.
- December 5 is Christmas Night in Ashland and the library will again host photos with Santa Claus.
- The Friends continue to work on 501c3 status.
- Brian Chalmers contacted Sara to let her know he was interested in talking to the trustees about fundraising, but was unable to make the meeting tonight. We will try and work around his schedule.
- As part of the CLif program, students were encouraged to sign up for library cards. Parents have been returning the forms to the school library. The forms have been delivered to the town library, and it was decided that Sara will send the cards to the families, who will then have to come to the library to complete the application.
- Sara will prepare a report for the December BOS meeting.

TREASURER’S REPORT – DAVID RUELL

- Year to date expenditures were reviewed.

OLD BUSINESS

Warrant Article

There are currently enough signatures on the petitions, but David will check with the Town Hall voter registration to make sure that all the signatures are valid. Sara will forward State Librarian Michael York’s email to Paul Branscombe and also the RSA number (202-A:11), to re-iterate that the Library Trustees are the “agents to expend” any capital funds raised.

Occupancy

Alice will draft a letter to the Fire Department, the Scribner Trustees and the Board of Selectmen regarding the status of the stairway sprinkler, and again offer to pay for the work.

DVD Theft Protection

Paul Proulx built an extension to the dvd slot in the return box.

Staff Evaluations

Sara will be working on conducting staff performance evaluations.

New Business

Safety/Security issues

Sara will contact 1-2-3 Lock and Key to give us an estimate on installing security cameras.

Parks and Recreation at the library

December 8-14, the booster club floor is being re-finished, so P&R will need to have their after-school program in a different location. They will come to the library on Wednesday and Friday when the library is closed to the public.

Petition policy language

It was re-iterated that library trustees must approve any petition that will be left in the library for people to sign.

Annual report

Is not due this year until January 15.

Next Meeting

The next Library Trustees meeting will be December 22, at 6:00 pm at the Library.

The meeting was adjourned at 7:10 pm.

Minutes submitted by Alice Staples