

**Ashland Town Library  
Minutes of Library Trustees Meeting  
January 22, 2015**

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

The meeting was called to order at 6:05 pm by Chair Alice Staples.

**APPROVAL OF MINUTES**

Minutes of December 29, 2014 -- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of December 29, 2014. The motion was unanimously approved 3-0.**

**DIRECTOR'S REPORT**

- Sara has submitted the annual library data report to the State Library.
- Sara has finished a draft of an employee handbook (overview of relevant policies) and distributed a copy to the Trustees. We will review it for the next Trustees meeting.
- The Ashland Elementary School is applying for a CLiF grant (The Year of the Book) and Sara has written a letter of support for their application. The Town Library would be able to apply again in four years.
- Sara has started weeding books from the non-fiction section, with consideration given to age, circulation, condition, etc. New and updated titles will be added as available, e.g., titles purchased through the MVSb Books of the Month grant. The amount of space for non-fiction materials is shrinking, as other materials increase. Weeded books are marked and will be put in the book sale.

**TREASURER'S REPORT**

- The financial reports were signed by the Trustees.
- David reviewed the 2014 year-end report, including the transaction report. Two transfers of \$1,000 each were made to the Computer Fund and the Building Fund. The last 2014 town appropriation was received. The end-of-the-year balance is \$2,468.
- David reviewed the current monthly (January) report. Expenses included cleaning (from 2014), books, utilities, 2 magazine subscriptions, and the Downloadable Book annual fee. The MVSb donation was transferred to the checking account. The current checking account balance is \$1,652.
- The \$4,000 town appropriation has been approved but not yet received.
- David will create a new document to compare amounts budgeted with amounts spent.
- The vacation pay issue has been resolved.
- The appropriate reports have been forwarded to the Town Office for the auditors and the Town Report.

**OLD BUSINESS**

**Letters to Scribner Trustees**

Two letters addressed to the Scribner Trustees were signed by the Trustees and will be sent out. A letter re: installation of a sprinkler in the stairway was copied to the BOS, Paul Branscombe, and Chief Steve Heath. A letter re: installation of a security camera system was copied to the BOS, Paul Branscombe and Chief Tony Randall.

### **Staff Evaluations**

Sara has completed her portions of the staff members' evaluations. The employees are now completing their portion of the process and then Sara will sit down with each person.

### **Brian Chalmers**

Sara has left a message for Brian Chalmers but has had no response yet regarding meeting with him to discuss the building fund campaign.

### **TCCAP Building**

Mardean updated the Trustees on the Historic School. The Ashland School Board received a letter from TCCAP requesting a discussion about relaxing the deed restrictions on the building, to increase the marketability of the building. At the advice of their attorney, the School Board will decline any relaxation of the current deed restrictions.

### **“No Bags Upstairs” Policy**

The new policy restricting bags from the upstairs collection areas is working well.

### **NEW BUSINESS**

#### **Warrant Article for Library Capital Reserve**

The Trustees discussed methods of publicizing the warrant article to the public. We will do a brief PowerPoint presentation at the Deliberative Session (January 31, 1:00 pm, Elementary Gym). Also suggested were “Vote for . . .” signs for Election Day (March 10), letters to the editors of local newspapers, and mailing postcard reminders. Sara will check on cost of signs and source of funds. David will check on costs and specs for mailing postcards. Letters to the editors should be in the newspapers (*Laconia Daily Sun*, *The Citizen*, *Record Enterprise*) for the last week of February or the first week of March.

Sara noted that she does signed releases for any photos of patrons used in the newsletter, Facebook, etc.

#### **Policy Manual**

Mardean offered to work with Sara to pull all our library policies together so they can be organized into one collection and reviewed. Alice has some of the polices (from 2007) and Sara has many more policies and procedures. The employee handbook should also be included. Mardean also shared a list of suggested policies and samples from the NHLTA newsletter.

#### **Upcoming Dates**

January 31 – Town Deliberative Session, 1:00 pm, Elementary School Gym

**February 26 – Library Trustees Meeting, 6:00 pm, Ashland Town Library**

March 10 – Election Day, 8:00 am – 7:00 pm, Elementary School Gym

The meeting was adjourned at 7:12 pm.

*Minutes submitted by Mardean Badger*