

**Ashland Town Library
Minutes of Library Trustees Meeting
February 26, 2015**

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

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

APPROVAL OF MINUTES

January 22, 2015 – **A motion was made (Staples) and seconded (Ruell) to approve the minutes of January 22, 2015, with one correction. Under “Policy Manual,” correct the spelling of “polices” to “policies.” The motion was unanimously approved 3-0.**

DIRECTOR’S REPORT

- Sara distributed the March 2015 Library newsletter.
- Susan MacLeod is the liaison from the Ashland CIP Committee to the Library.
- Computer #4 (in the back room) has been turning off by itself. Sara took it to Jeff at A-Bits for repair and is waiting to hear the prognosis.
- Patron issue – Patron has lost 2 DVD’s (“Out to Sea” and “Havana”) at separate times over the past year. He paid the replacement cost (\$9.99) for the first one, and Sara waived the processing fees (\$8.00 for the replacement case, artwork and processing). He later found the DVD without the case, returned it to the Library and now wants to transfer the “paid” credit to the second lost video. After discussion, the Trustees decided to not allow transfer of the payment to the second DVD and to not waive the replacement policy for the second DVD.

TREASURER’S REPORT

- The financial reports were signed by the Trustees.
- Income: Town appropriation (\$4000) received. Restitution (\$80.17) received and transferred to Computer Fund. Transferred MVSF money from Donations to pay for Books of the Month.
- Expenses: Usual expenses -- books, videos, magazine, utilities, cleaning, etc.; supplies (ink and copier belt); *Open* flag and flagpole.

OLD BUSINESS

Brian Chalmers

Sara will check with him again and express our willingness to work around his schedule.

NEW BUSINESS

Warrant Article – Signs, Letters and Mailings

- Signs – Sara will check with JD Printing for cost of about 3 to 5 signs to promote the warrant article for the capital reserve building fund. The text will be similar to “*Support Your Library. Vote Yes on Article #17.*” We will pay for the signs privately.

- Letters – David will submit letters to the *Record Enterprise*, *Laconia Citizen* and *Laconia Daily Sun*. The letters will be brief and based on the wording we used in the Voters' Guide.
- Mailing – After discussion, we decided not to do a mailing of brochures or postcards because of the expense and the short amount of time before elections.
- Election Day – Alice and Mardean will probably be able to spend some time outside at the polls on Election Day.

Tom Ladd

- We agreed to arrange a consultation meeting with Tom Ladd to explore what he might be able to produce for us, length of time and cost of work, and CDFA Planning Grant possibility.
- We still have decisions of our own to make – Do we go forward with a CDFA Planning Grant application? Will we use the services of Tom Ladd? Do we hire Tom Ladd independent of a CDFA grant? Or do we make his consulting work part of the CDFA grant? If we hire him without a grant, how would we pay for his services?
- We questioned whether he would charge his hourly rate for the consultation meeting.
- Alice will contact him to arrange a consultation meeting.

Alex Ray Letter

- Alice recently had an opportunity to speak with Alex Ray about the Ashland Town Library and its future.
- We approved Alice's follow-up letter to Alex Ray, giving him more background information on the history and condition of the current building, the responsibilities of the Scribner Trustees and the Library Trustees toward the building and program respectively, last year's failed bond issue, and future needs of the Library. The letter will go out on Library letterhead with Alice's contact information.

NHLA Membership for Library Director

- **A motion was made (Badger) and seconded (Ruell) to pay for NHLA membership for the library director. The motion was unanimously approved 3-0.**

Plumbing Bill

- On February 19, E. D'Ambruoso Plumbing & Heating unclogged the library toilet. Invoice #1328 was received for \$100.
- We agreed to forward the invoice to the Scribner Trustees.

Policy Manual

- The Trustees reviewed a table compiled by Mardean of library policies contained in Alice's files, Sara's files, and policy binders in the library.
- The Trustees acknowledged the need to begin a review process of all policies and to organize a master set of all updated policies. This will be a gradual process.
- The first policies we will finalize are ones we have discussed over the past few years, e.g., salary schedule, library director evaluation process, social media policy, overdue policy, no bags upstairs, and employee handbook. Most of these just need a few final changes to complete.

OTHER BUSINESS

Update -- Letters to Scribner Trustees (re: sprinklers and video security)

- We have received no response from the Scribner Trustees regarding either letter.
 - Board of Selectmen Work Session, February 17, 2015
 - The BOS acknowledged receiving the copy of our letter to the Scribner Trustees inquiring about the status of sprinklers for the stairwell and upstairs hall. Fire Chief Heath noted that, in a conversation with Tom Peters, the Scribner Trustees indicated that they do not have the funds for a sprinkler system. Chief Heath stated that the building is in compliance with the fire codes as long as public meetings are not held on the second floor.
 - Steve Felton requested information on the Primex insurance on town buildings. It was noted that the Library building is not under the Primex policy, but is insured separately by the Scribner Trustees. The Town Office does not have a copy of that insurance policy, but the Town Administrator will request it.

UPCOMING DATES

March 10, 2015 – Election Day, 8:00 am – 7:00 pm, Elementary School Gym

March 19, 2015 – Library Trustees Meeting, 6:00 pm, Ashland Town Library

The meeting was adjourned at 7:38 pm.

Minutes submitted by Mardean Badger