

**Ashland Town Library
Minutes of Library Trustees Meeting
April 23, 2015**

**Trustees Present: Alice Staples, David Ruell, Mardean Badger
Others Present: Norm DeWolfe**

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

Approval of Minutes

A motion was made (Ruell) and seconded (Staples) to approve the minutes of March 24, 2015, as written. The motion passed 3-0 unanimously.

Director's Report

- We all received an email from Kate Bishop Hamel offering her professional services (e.g., fund-raising). Sara will respond, thanking her and indicating that we will keep her letter on file.
- The CLiF grant finale program was on April 15. It included a morning presentation by Henry Homeyer with about 11 preschoolers of 2 local child care providers (Arlene Ober and Julie Dion) and 2 afternoon presentations by Henry Homeyer at Ashland Elementary School for about 104 children in the primary and middle tiers. The presentations included a book giveaway for the children.
- Ashland Parks & Recreation will be using the library on April 28 during the school vacation week.
- Sara will be taking Monday, Tuesday and Thursday off next week.
- Sara has not yet heard from MVSb regarding their continuing sponsorship of the New Hampshire Science Center pass. The cost of the pass is now \$300. Sara will check with Jill White or explore other options if needed. The pass is no longer for free admission; it will now admit 2 for \$3.00 each and additional 4 for \$10.
- Sara discussed her goal of revamping the family resource section of the children's collection. Many of the current titles in the collection are from the early to mid-1980's. She has investigated titles from Capstone Publishers, for approximately \$700. Example topics include new brother/sister, going to the hospital, moving, first day at new school, adoptive families, blended families, single parent families, cyber-bullying, etc. The Trustees expressed their support of the order.
- There are currently about 3 small trust funds: *Ordway Cheney* (nonfiction & NH), *Harriet Addison* (anything to benefit the library), and *Pauline Packard Memorial*. We should ask for an accounting from the Trustees of the Trust Funds regarding the status of the funds.

Treasurer's Report

- David has designed a new budget comparison spreadsheet (default, proposed, expenditures from town appropriation, and expenditures from other accounts).
- David reviewed expenditures of the past month, putting us at about where we should be for the year -- books and puzzles (including MVSb, Noreen Crawford, & Friends funds),

supplies (copy fees), videos, utilities, phone bills, cleaning, semiannual website fee, NHLTA dues.

- Income included the second town appropriation and some transfers from other accounts.

Tom Ladd

- Alice received an email from him, asking us to be specific regarding what we want him to do. Alice shared with him part of the our last minutes: “Prepare a report with data and statistics to show what the library needs are for the town, what a library should be like so we can translate it into a building.”
- He expressed interest in seeing the old school. It was suggested that we arrange for Tom Ladd to meet with Tom Samyn and to review the plans for the old school.
- We discussed what additional information we can prepare for him – our current collection (size by category), circulation statistics by category, current square footage, number of seats and computers (public & staff), the entire 2009 survey results, number of patrons (residents & non-residents, taxpayer, town & school employees)

Policies

- ***Library Director Evaluation* – A motion was made (Staples) and seconded (Ruell) to adopt the Library Director Evaluation forms (rubric and summary) and append them to the Personnel Performance Review Policy (2000). The motion passed 3-0.**
- ***Social Media Policy* – A motion was made (Badger) and seconded (Ruell) to adopt the Social Media Policy. The motion passed 3-0.**
- ***Overdue Policy* – Consideration of the Overdue Policy was tabled for further discussion and review. We need to review the previous comments and take a fresh look at the policy.**
- ***Staff Evaluation Policy* – Discussion was tabled, as Sara is still working on this policy. When ready, this could also be appended to the Personnel Performance Review Policy (2000).**
- ***Lunch Waiver Consent Form* – A motion was made (Ruell) and seconded (Badger) to approve the Lunch Waiver Consent Form. The motion passed 3-0. The form signed by employees will be placed in their respective personnel files.**
- ***Employee Handbook* – Revisions were made based on our previous review and discussion at the March 24, 2015, meeting.**
 - Additional revisions regarding Meals/Breaks: “Employees are permitted to eat in the kitchen or back table while performing their work duties. All employees who work 4 hours or more are permitted an unpaid meal and/or break of 30 minutes.” Make reference to the relevant RSA or use some of the language in the Lunch Waiver Consent Form.

Insurance Update

- The BOS spoke with Primex regarding insurance of the library building and asked Primex to look into the issue. Other issues that need to be investigated include naming of the beneficiary (Scribner Trustees vs. Town of Ashland), use of the property if the building burns, and replacement of the library.
- Can the Scribner Trustees (as defined by the warrant article) be dissolved and the Library Trustees become managers of the building and the Scribner Trust continue to be managed

by the Trustees of the Trust Fund? Opinions regarding various options could be explored through the Charitable Trust (Terry Kowles) or through the NHMA for legal advice.

- The current site of the library is the ideal location. Norm DeWolfe mentioned the availability of the empty lot for sale behind the library which could provide parking for the library.

Letter to Scribner Trustees

- Alice revised the letter regarding our request to install a camera security system, adding information regarding loss of video materials. We have received no response from the Scribner Trustees to our first letter.

Lead Paint, Moisture and Building Inspection

- **A motion was made (Ruell) and seconded (Badger) to hire an independent evaluator for lead paint inspection. The motion passed 3-0.**
- Alice will gather names of certified lead evaluators.
- The testing should not be done just at the window behind the circulation desk. Paint testing should be done throughout the library, as it is a health safety issue for patrons and staff alike.
- We will continue to monitor the moisture around the windows.
- Steve Heath has contacted Sara regarding hours the library is open. He will contact the Scribner Trustees regarding time for a building walk-through and access to the basement.

NHLTA Meeting

- Alice and Mardean plan to attend the annual NHLTA conference on May 18 in Concord.

Abbott Library, Sunapee

- David and Mardean reviewed their visit to the new Abbott Library in Sunapee. Mardean shared their notes of the highlights of the presentation by the Trustees, Library Director, and the 501c3 Foundation regarding the fund-raising, design, and approval of the final project.
- We discussed expanding size of the library trustee board (2-year process) and identifying those who might be interested in assisting with our planning process.

CIP Process

- Our meetings with the CIP Committee are in May and July. Our May 20 meeting would be our opportunity to update the Committee on what we have done (fund-raising, hiring of consultant, etc.) and what we might request in 2016 to continue the capital reserve fund.

Church Update

- A patron request for a church group to provide snacks for story times was followed up by Sara. A further explanation by another patron referred to starting a parent mentoring group. This seems to be a non-issue now.

Patron Issue

- Sara has contacted Fran Newton, Health Officer, regarding a patron with a health issue which is affecting staff and patrons.

Computers

- Sara will contact Tom Morin at PSU regarding getting a replacement for the guest computer.
- Computer #4 is now working well.

Art Harriman

- Sara will contact Art Harriman to see if he would be willing to do another concert for the Library this summer.

Thank You to Voters

- Alice will write a letter thanking the Ashland voters for supporting the establishment of the Library Capital Reserve Fund. David will submit it to the Record Enterprise, Laconia Citizen and the Laconia Daily Sun.

Next Meeting

- May 20, 2015 – Capital Improvement Program (CIP) Meeting – 6:30pm, at the Fire Station.
- May 20, 2015 – Ashland Library Trustees Meeting – immediately following the CIP meeting, at the Ashland Town Library.

The meeting was adjourned at 8:26 pm.

Minutes submitted by Mardean Badger