

**Ashland Town Library
Minutes of Library Trustees Meeting
May 20, 2015**

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

Prior to the Library Trustees Meeting, the Trustees and the Library Director met with the *Ashland Capital Improvements Program (CIP) Committee* at the Ashland Fire Station. We reviewed past and upcoming events relative to planning for future expansion of the Town Library. In addition, we discussed our hiring of a library consultant who will assist us in gathering data and needs for an expanded library. We stated that we plan to request an additional appropriation for the library building capital reserve fund in 2016; we asked if the BOS might consider sponsoring the warrant article rather than us doing a petitioned warrant article. We will next meet with the CIP Committee on July 15 at 7:00 pm, at the Fire Station.

The regular meeting of the Library Trustees was called to order at 7:03 pm at the Ashland Town Library.

APPROVAL OF MINUTES

A motion was made (Staples) and seconded (Ruell) to approve the minutes of April 23, 2015, as written. The motion passed 3-0 unanimously.

DIRECTOR'S REPORT

- June 3, Humanities program “Olde Country Fiddler”, sponsored by the Friends of the Library, 6:30 pm, Booster Club
- July 11, Book Sale, sponsored by the Friends of the Library, 9:00 am – 1:00 pm
- The Friends of the Library are buying an HP Chrome Book for the Library, to provide an additional device for Internet browsing.
- Paul Proulx has built a privacy divider for the computer table for 3 stations. The new Chrome Book will go in the third section.
- The Library received one (recycled) computer from PSU, which will be a guest computer. A wireless card and a copy of Deep Freeze was added to the computer.
- July 16, “Animal Encounters” program from the Science Center, 6:00 pm
- July 30, Art Harriman benefit concert, 6:00 pm. We discussed the possibility of having a BBQ at the concert; Alice will check with the Common Man.
- August 6, “Robin Hood” by the Hampstead Players, 6:00 pm
- Copy costs: Sara has been surveying what other libraries charge for copies; 25¢ is a common charge. We currently charge 10¢ for black & white, 20¢ for color, and \$1 for full-page color image. We discussed whether we should increase our charges, but decided to table the issue at this time.
- Audio Editions does not charge a replacement fee for a lost disc within 1 year of purchase. However, we will charge the patron the normal replacement charge for a lost disc.

- We discussed our current non-resident patron card fee -- \$20 for an individual, \$25 for a family. The state method of figuring the per capita cost (appropriation divided by the town population) would result in a \$28.70 fee per person. **A motion was made (Staples) and seconded (Badger) to increase the non-resident family card fee to \$30, effective immediately. The motion passed 3-0 unanimously.** We will not change the non-resident individual card fee.

TREASURER'S REPORT

- Usual expenses – books, videos, magazines, utilities, cleaning, phone, supplies, postage
- Joyce Janitorial weekly fee is increasing from \$48 to \$50. We will absorb the increase this year. Next year we will add \$100 to that line.
- Technical support for the Follett Catalog, \$1529
- Income – transfer from donations for MVSB books
- Budget Committee mid-year reviews will be on July 23 & 30, August 13 & 20. Possible dates for the Library are July 23, August 13, or August 20.

OLD BUSINESS

Tom Ladd

- He would like to see the Historic School. David will check available times (probably daytime) with Carly Rhodes. We might consider coordinating the tour with Tom Samyn's availability. We will send the plans to Tom Ladd and have the appraiser's report available.

Library Policies

- *Overdue Policy*: We reviewed the previous comments and made a few changes. We will re-print for the next meeting.
- *Assistant Director Evaluation*: Review the rubric and summary for the next meeting. Mardean will send the Word version of the director's evaluation rubric to Sara for adapting for the staff evaluation.
- *Employee Handbook*: All staff members have a copy and have signed off that they have read it. **A motion was made (Staples) and seconded (Badger) to approve the Handbook and add the date of approval. The motion passed 3-0 unanimously.**
- *Lunch Waiver*: All staff members have a copy and have signed off on the policy.
- *Social Media Policy*: All staff members have signed the policy.

Scribner Trustees

- Norm DeWolfe updated us on the Scribner Trustee opening. Sandra Coleman has submitted her name for consideration as a Scribner Trustee. The Town Clerk said that Fred Salvoni had already accepted the position. This will be discussed and/or clarified by the BOS.
- The 2nd letter to the Scribner Trustees has been drafted requesting permission to install security cameras. The Library Trustees signed the letter.
- The police have strongly recommended security cameras, primarily for solving burglaries after hours. Sara's primary reason for installing security cameras is to keep people safe

(patrons and employees). There is no alarm or panic button to trip; there is no way to go to another part of the building to call the police out of earshot of offenders.

Lockable CD/DVD Storage Files

- Sara has found lockable drawers that can be used to secure CD/DVD's behind the desk. Three 4-drawer cubes, with A-Z guides and sleeves will cost about \$520. The cases on the open shelves will be empty and the disc(s) will be inserted into the cases upon check-out. Over the last year, we have lost \$425 value of DVD's.
- **A motion was made (Badger) and seconded (Staples) to approve the purchase of the storage drawers from the Donations account. The motion passed 3-0 unanimously.**

Lead Inspection

- Mark Elbaum will do the lead paint inspection for about \$400-\$500.
- **A motion was made (Ruell) and seconded (Staples) to approve hiring Mark Elbaum to do the lead paint inspection of the library and to pay his fee from the Donations account. The motion passed 3-0 unanimously.**

NEW BUSINESS

NHLTA Report

- Terry Knowles' new boss has expressed his desire to resolve the issues between the Library Trustees and the Scribner Trustees.
- The keynote speakers, Norman Jacknis and Maureen Sullivan, are working with the Aspen Institute, which has published a book "*Rising to the Challenge: Re-Envisioning Public Libraries.*" (Available for free download at <http://csreports.aspeninstitute.org/Dialogue-on-Public-Libraries>) Futuristic trends were discussed, e.g., digital publishing, semantic web, linked data for libraries, Word Lens (instant translation), prosumer (producer-consumer) makerspace, open to change, help low income with access to technology, etc. Other suggestions include finding out what the public wants and needs, work and interact more with public officials, collaborate with schools and local universities. For smaller libraries with limited budgets, a key recommendation was to take 1 idea and put it into practice.
- George Needham's session "Successful Libraries in Uncertain Times"
- "Expect More: Demanding Better Libraries for Today's Complex World" (book), by R. David Lankes. Available for free download at http://quartz.syr.edu/blog/?page_id=4598#download .

NEXT MEETINGS

June 22, 2015 – Library Trustees Meeting, 6:00 pm, Ashland Town Library.

July 15, 2015 – Capital Improvements Program (CIP) Committee, 7:00 pm, Fire Station.

The meeting was adjourned at 8:40 pm.

Minutes submitted by Mardean Badger