

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

**Members Present:** Alice Staples, David Ruell, Mardean Badger

**Others Present:** Sara Weinberg, Library Director; Susan MacLeod, CIP Committee; Norm DeWolfe, BOS

The meeting was called to order at 6:02 pm by Chair Alice Staples.

**APPROVAL OF MINUTES**

**A motion was made (Staples) and seconded (Ruell) to approve the minutes of May 20, 2015. The motion passed 3-0 unanimously.**

**CIP DISCUSSION**

Susan MacLeod, Member of Ashland Capital Improvements Program (CIP) Committee, met with us to discuss our future direction and see if we have any updates or questions. We reviewed our key issues:

- We will continue adding to our Capital Reserve fund in 2016, probably \$25,000 again.
- We would like the BOS and the CIP Committee to consider submitting and endorsing the Capital Reserve warrant article for 2016, rather than us having to do a petitioned article.
- We are working with a library consultant, Tom Ladd, to prepare a feasibility and planning report for future library services/facilities.
- While we may consider a CDFA planning grant in the future, other grants will be limited until we have more concrete plans and timelines.
- Our next meeting with the CIP Committee is July 15 or a date to be re-scheduled.
- We will update the CIP form.

**DIRECTOR'S REPORT**

- The Park & Recreation Department used the Library on June 16 for the 1-week summer camp program.
- A representative from Mid-State Health Center has enquired about holding a session at the Library to assist people signing up for affordable health care. Sara will work with them further for scheduling.
- Terry Fouts has jury duty beginning July 17.
- Carly Sullivan has enquired by email about offering creative writing workshops at the Library. She is working on an MA in young adult fiction. Sara will contact her and get further information.
- Sara suggested buying an additional air conditioner (approximately \$250), as we now only have 2 (purchased 2002) since the electrical issues last summer. **A motion was made (Ruell) and seconded (Staples) to approve the purchase of an air conditioner from Equipment (budget) money. The motion was approved unanimously (3-0).**
- The DVD storage boxes are being set up. We may need to buy one more (approved through the prior motion) to handle our collection.

- We may have a handmade quilt donated for a library raffle. We could promote it at our library events and do the drawing at the Town-Wide Yard Sale.

### **TREASURER'S REPORT**

- The typical monthly expenses were books, videos, cleaning, utilities, phone, supplies, software, etc.
- Additional expenses included DVD storage boxes (\$537.78, donations); Title Peek cataloging technical support (\$149); copier drum (\$179.99, copy fees) and Deep Freeze for the new computer.
- After discussion, the lead inspection report fee (\$400) was approved for payment.
- The budget is on track for this time of the year.

### **LEAD INSPECTION**

- David expressed concern about the complexity of the lead inspection report, without a clear list of recommendations.
- Marc Elbaum indicated to Alice that we are within the letter of the law and technically nothing has to be done.
- We would like to know what areas we need to watch and what conditions we need to report to the Scribner Trustees or others.
- Marc Elbaum has said he is willing to meet with us to go over the report and his suggestions or recommendations.
- We would prefer to meet with him when the library is closed. Alice will discuss possible dates/times with him.

### **TOM LADD, LIBRARY CONSULTANT**

- We have sent him the plans for the Historic School. We will have the appraiser's report available if he wishes to see it.
- Tom would like to tour the Historic School. His suggested dates were July 2, 6, 7, 8 or 10.
- David will check dates (July 6, 7, 8) with the TCCAP staff.

### **POLICIES**

- Overdue Policy: Sara will send us the latest draft of the policy to be considered at the next meeting.
- Assistant Director Evaluation Policy: **A motion was made (Ruell) and seconded (Badger) to approve the Assistant Director Evaluation Rubric and Summary forms. The motion passed 3-0 unanimously.**

### **SCRIBNER LETTER 6/8/2015**

- We received a response from the Scribner Trustees to our 2<sup>nd</sup> letter requesting permission to install video surveillance in the Library. Their major points were:
  - Denial of video surveillance system, citing “privacy rights of the visitor” and “actual need.”
  - Report to Ashland police by a Scribner Trustee who witnessed a person entering the closed Library, going to the DVD section, and leaving the Library.
  - Offer to re-key the Library to prevent loss of materials.

- Our reactions to the Scribner letter included:
  - The Library was never informed about a person entering the Library after hours. After receipt of the letter, Sara contacted Officer Cote for further information. Evidently, one of the Scribner Trustees told Chief Randall about the incident after the fact; the Trustee was told to contact the Library, which was never done. There is no indication as to when the incident occurred.
  - The Scribner Trustees' claim that only large and understaffed libraries have a need for video surveillance is incorrect.
  - Their implication that we are unaware of patron privacy issues is also incorrect. We are fully aware of privacy issues and relevant policies in library management, and the use of cameras for "enhancing the physical security of the library, its property, staff and patrons." See: *Questions and Answers on Privacy and Confidentiality* <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/qa-privacy>
  - We can cite multiple examples of security issues we have had – break-in and theft of our Library computers; patrons being belligerent to Library staff and demanding money; suspected drug dealing in the Library; loss of materials (DVD's, etc.). The Police Department has also recommended to us that we have video surveillance.
  - The Scribner Trustees are in control of the keys and have issued keys to many people/organizations over the years. We have no problem with them re-keying the Library. If the Library is re-keyed, we will need the following keys:

<b>Library Staff</b>	<b>4 keys needed</b>	(currently 3 keys)
<b>Library Trustees</b>	<b>3 keys needed</b>	(currently 1 key)
<b>Joyce Janitorial</b>	<b>1 key needed</b>	(currently 1 key)
<b>State Library Van</b>	<b>1 key needed</b>	(currently 1 key)
<b>Police</b>	<b>1 key needed</b>	(currently 1 key)
<b>Jim Gleich (P&amp;R)</b>	<b>1 key needed</b>	(currently 1 key)
  - Sara will check with other libraries regarding staff members' use of library after hours.
  - Sara will check which other libraries have video security systems. There is already video surveillance in the Ashland Town Office and the Utility Department garage.
  - Mardean will work on a draft response to the Scribner Trustees' letter – importance of video security; fully aware of privacy issues in everyday library operation; repetition of our offer to pay for the video system; etc.
  - Norm DeWolfe reported that Fred Salvoni will be serving a 3-year term as Scribner Trustee.

**ART HARRIMAN CONCERT**

- Sara has not heard back yet from the Common Man regarding food and grill for our Art Harriman fundraising concert. She will contact them again.

**TERRY KNOWLES, Charitable Trust Unit, Attorney General's Office**

- Sara has updated her file of all relevant information regarding the relationship between the Scribner Trustees and the Library. She will forward appropriate information to Terry Knowles.

- We discussed the future roles of the Scribner Trustees and the Library Trustees relative to the management of the building.

### **Upcoming Meetings**

**Budget Committee:** David Ruell will schedule us for the Library mid-year budget review. [Schedule update: August 20 (Thursday), 7:00 pm, Fire Station]

**CIP Committee:** July 15 (Wednesday), 6:30 pm, Fire Station

**Library Trustees Meeting:** July 28 (Tuesday), 6:00 pm, Ashland Town Library

The meeting was adjourned at 7:31 pm.

*Submitted by Mardean Badger*