

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**July 28, 2015**

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

**Others Present:** Sara Weinberg, Library Director; Fran Newton, David Toth, Norm DeWolfe

The meeting was called to order at 6:03 pm by Chair Alice Staples at the Ashland Town Library.

**Lead Paint**

- We met with Fran Newton, Ashland Health Officer, to discuss the lead paint evaluation recently done for the Library by Marc Elbaum.
- We explained that we can easily take care of areas around doors by attaching bumpers to the points of impact or friction.
- She was given a copy of the report and the minutes of 7/22/15 when we met with Marc Elbaum.
- She viewed the area of our primary concern – lead-containing paint chips are falling from the upper window frame behind the circulation desk.
- She stated that the window frame behind the desk needs to be mitigated immediately and she will write a letter (as the Health Officer) to the Scribner Trustees giving them 30 days from receipt of letter to inform her of a plan.

**Minutes**

- The minutes for 6/22/15 and 7/6/15 were tabled to be considered at the next meeting.
- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of July 22, 2015. The motion passed unanimously 3-0.**

**Director's Report**

- The Friends Book Sale on July 11 earned \$948.
- The new DVD borrowing system is almost complete; one more storage box will be needed and purchased. While the new system of checking out DVD's is a slower process, it is working well.
- Many new library cards have been issued to new people in town and to new summer people.

**Treasurer's Report**

- The month's expenses included all the usual categories (audios, books, videos, magazines, cleaning utilities)
- Money for copier ink was transferred from the copier fund. Copier fees are not keeping up with the expenses of the copier, probably because the library itself uses about half of the supplies.
- A new chair (\$31) was purchased for the new Chrome Box computer station.
- A payment of \$256 was made to the Science Center. About forty people attended the Science Center program.
- The lead report was paid for (\$400).
- The \$4790 appropriation was received from the town.
- MVSB donations were used for the books of the month.
- The fee charged for copies was discussed. While the current fee covers the cost of paper and ink, it does not cover the cost of drum replacement and staff time to make copies for the public, including non-residents with large amounts of copies. About half of the copies made are by the library staff for library purposes. The only other places that make copies in Ashland are MVSB (for its customers) or the Town Office (\$1). **A motion was made (Badger) and seconded (Staples) to increase immediately the black-and-white copy fee from 10 cents to 20 cents. The motion passed in the affirmative by a vote of 2-Yes (Badger, Staples) to 1-No (Ruell).**

**Art Harriman Concert**

- Ashland Lumber has a 12-foot trailer we can use for a stage.

- Tent and tables are all set. Paper plates, condiments, lemonade, watermelon, etc. are all donated.
- Paul Proulx will bring his grill and Ashland Baptist Church will loan us a second grill.
- Volunteers are available to serve food, etc.
- Donation jars are ready.
- Alice will do a brief introduction.

### **Terry Knowles**

- Alice has responded to Terry Knowles' email and Sara is preparing a packet of information for the state.

### **Overdue Policy**

- An updated version of the Overdue Policy was reviewed. **A motion was made (Ruell) and seconded (Staples) to approve the revised Overdue Policy. The motion passed unanimously in the affirmative.** The policy will be dated and added to our Policy Manual.

### **Scribner Trustee Minutes**

- We discussed the note in the Scribner Trustees' minutes (5/11/15) that indicated denial of the Library Trustees' request for a "*keep off the library lawn*" sign. The Library Trustees did not make the request. The sign was an idea proposed by the Ashland Police to deal with inappropriate behavior by one person. The police were told by a Library staff person (a few months ago) that we had no authority to make that decision and that they would have to speak directly with the Scribner Trustees.
- We have sent our response to the Scribner Trustees regarding their denial of the video surveillance system.

### **Jury Duty**

- Teri Fouts has been selected for grand jury duty and must report once a month for 6 months, on a day (Friday) when she regularly works. Jury duty pay is \$15 per day.
- The Library currently has no policy to cover this situation and the Town of Ashland policy was reviewed.
- **A motion was made (Badger) and seconded (Staples) to adopt the town policy on jury duty as a Library policy, substituting each occurrence of the word "Town" with the word "Library."** **The motion passed unanimously in the affirmative.** The policy will be dated and added to our Policy Manual.
- When we submit payroll to the town, we should include the jury duty attendance slip (showing date and amount paid) for Teri Fouts.

### **CIP Process**

- David reviewed his brief presentation to the CIP Committee on July 15. The CIP Committee minutes of that date are available on the town website. Mardean shared the updated CIP form.

### **Budget Committee**

- We will present our mid-year budget review to the Budget Committee on August 20. David will prepare the budget sheets.

### **Tom Ladd**

- Sara has sent additional information to Tom Ladd.

### **Upcoming Meetings**

- August 20 -- Budget Committee -- 7:00 pm, Fire Station
- August 31 -- Library Trustees Meeting -- 6:00 pm, Town Library

The meeting was adjourned at 7:12 pm.

*Minutes submitted by Mardean Badger*