

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

**Trustees Present: Alice Staples, David Ruell, Mardean Badger  
Others Present: Glenn Dion**

The meeting was called to order at 5:58 pm by Alice Staples at the Ashland Town Library.

**Guest, Glenn Dion**

Glenn Dion, Chair of the Ashland School Board, spoke to the Library Trustees about acquiring the Historic School Building (TCCAP Building) for use by the school and the town. **His major views and points were:**

- If the school, library and town work together, the cost of acquiring and operating the TCCAP building can be shared by the three entities.
- The school needs space for special education students and new programs (robotics) which would be more feasible if the school library were out of the school building.
- The town library would also serve as the school library, in the historic school building (TCCAP building).
- Brian Chalmers and Rick Burgess would be willing to assist in getting accurate information about the current TCCAP mortgage on the building.
- He stated that TCCAP owes \$500,000 on the building(s) and the Ashland building could be purchased for less.

After he departed, the trustees and the Library Director discussed some of the points that came out during the discussion. **Our major points were:**

- It would be helpful to have Brian Chalmers and Rick Burgess assist with gathering information from the bank.
- Having a joint program with shared responsibilities is not feasible. Difficulties are intrinsic to the combination of school and public libraries.
- The State Library strongly recommends against shared school/public library programs. School and public libraries have very different objectives, selection criteria, etc.
- The room in the TCCAP building that we would use for the children's library is smaller than the school library and it would not provide sufficient space for library instruction for a school class. Our space would not be sufficient to house student computers without using computers set aside for the adult users.
- We will need to investigate the concept of combined school/public libraries to be able to answer questions on all sides of the issue.
- Are there combined libraries other than Campton and Thornton in the state?
- The coordination of special programs and activities between the school and the town should be encouraged, but we cannot take the place of what the school should be providing in their curriculum.
- We cannot jeopardize the programs and materials available for the public users in order to provide for the school users.
- David will re-connect with the realtor (Chip Brown) to get updated information.

- Sara will ask Brian Chalmers if he can assist with speaking to the bank to find out how much they really need to get for the building. We can meet with him at his convenience.

### **Approval of Minutes (August 31, 2015)**

A motion was made (Ruell) and seconded (Staples) to approve the minutes of August 31, 2015. One correction was made under Bird's Eye View Image, by adding "estimate" after "conservation and preservation." The amended minutes were approved in the vote affirmative 2 Yes, 0 No, 1 abstention (Badger).

### **Director's Report**

- The October newsletter was distributed.
- The Friends' book sale during the Town-Wide Yard Sale made \$948 by donation.
- The new school librarian, Joanne Bickford, stopped in to introduce herself and get a library card.
- The Midstate Health Center representative has worked with 2-4 people each week on understanding affordable health care.
- Sara will be taking vacation time October 5-9.
- Sara shared library card information with the school and the information was shared with parents and has been on the school website. Parents have been coming in to get library cards for their children.
- Sara also shared library card information with town employees.
- Sara has met the new Town Administrator, Parks & Rec Director, and After School Program Director.
- There has been no news yet regarding re-keying the library and repairing the lead paint.
- The key that Jim Gleich had was returned and given to Sophie.
- The Scribner Trustees took care of updating the fire extinguishers.

### **Treasurer's Report**

- Income and expenses were reviewed for the accounts. The checking account balance was \$2,315.48 as of 9/28/2015. The final quarter appropriation from the town should be received within the next week or so.
- As of 9/17/2015, our unused vacation time obligation was \$1,622.25, of which about \$1,305 would go to Sara. At the end of the year, we need to itemize it and ensure that it is not spent for any other purpose.
- The Town Administrator and the Board of Selectmen have been working on the 2016 budget. Our budget proposal will be ready soon.

### **Old Business**

- Lead issues: There has been no word from the Scribner Trustees yet regarding repairing the peeling lead paint. Mardean will let Fran know about the status.
- Terry Knowles: The binder of information, with a cover letter, has been sent to Terry Knowles.
- 2016 Budget:
  - We reviewed the 2016 proposed budget. Updated figures were included for Code Compliance, Wages, FICA, Medicare.

- A motion was made (Ruell) and seconded (Staples) to approve the 2016 proposed budget total of \$61,340.00. The motion was approved (3-0) in the affirmative.
- David will submit the budget, with explanatory notes, to the Town Administrator and Board of Selectmen.
- Bird's Eye View Image:
  - We reviewed the estimate for conservation and preservation, which is \$389 for basic treatment or \$659 which includes additional steps. The Ashland Historical Society owns copies which are in better condition.
  - We are concerned that the image will not be taken care of properly if it is retained in the Town Hall.
  - Before we commit funds to the conservation, we would like the Town to officially (in writing) turn over ownership of the image to the Library. David will follow up with a letter to the Board of Selectmen.
  - Where will the funds come from in our budget? Donations and patron fees could be used. David will get an estimate for framing and matting (Frame of Mind and Northern Exposures).
- CIP Meeting: Alice and Mardean attended the CIP meeting on September 16 for continuing discussion of acquisition of the TCCAP building. The CIP minutes summarize the discussion.
- TCCAP Building -- Tasks we need to do:
  - Sara will contact Brian Chalmers regarding communication with the bank.
  - David will contact Chip Brown, the realtor.
  - We need updated information regarding purchase price.
  - We need to review and update our previous list of renovation, equipment and operating costs for the TCCAP building.
  - We need to update all of our handouts.
  - Alice has spoken with Beno Lamontagne (CDFA/CDBG) and will invite him to a meeting.
- Additional Items
  - Alice, Mardean and David attended the Meet and Greet coordinated by the Ashland Economic Development Committee for local business people. Some key people who attended were Heather Thibodeau (new Town Administrator), Beno Lamontagne, and Barry Gaw.
  - We will invite Heather to one of our Trustee meetings.
  - There are no updates from Tom Ladd. He visited the Library recently for measurements and photographs, and reviewed some previous town reports and master plans.

### Next Meeting

- **October 29 (Thursday), 6:00 pm, at the Ashland Town Library. (Subject to change)**

The meeting was adjourned at 7:55 pm.

*Minutes submitted by Mardean Badger*