

**Ashland Town Library  
Minutes of Library Trustees Meeting  
October 29, 2015**

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

The meeting was called to order by Chair Alice Staples at 6:01 pm, at the Ashland Town Library.

**A motion was made (Staples) and seconded (Ruell) to approve the minutes of September 28, 2015. The motion passed unanimously, 3-0.**

**Director's Report**

- The November newsletter was distributed.
- It was noted that the Scribner Trustees recently met at 7:00 pm, on October 19, upstairs in their room.
- The Library Facebook page is changing to a business page. This includes statistics, such as the number of page visits, how many people, message response time, etc.
- The Library website also has usage statistics.
- It was suggested that we add Facebook and website statistics to our public reports.
- The Library is ready for the Halloween parade, with a supply of candy for the school trick or treat visit.
- The Friends of the Library have been planning for the Christmas Night in Ashland. Santa will be in the Library and there will be signs to direct the traffic out the back door. Lights may be provided for the walkway according to Sue Longley, but Sherry Downing reported that the Scribner Trustees are buying solar lights for the walkway (confirmation?). The Library will also be part of the scavenger hunt.

**Treasurer's Report**

- The financial reports were reviewed and signed.
- Recent expenses have included cleaning, program supplies, postage and the Weebly website fee.
- The last 2015 town appropriation (\$4,640) has been received.
- The budget is in good shape, with about \$11,000 is left to spend. We have approximately 18% of the payroll line left. We have yet to transfer \$750 to the public access computer fund.
- The \$25,000 from the 2015 capital reserve warrant article will be automatically transferred to the capital reserve account before the end of December.

**Scribner Trustees**

- The chipping and flaking lead paint behind the circulation desk has been repaired and looks good.
- We approved the Chair to send a letter to the Scribner Trustees, thanking them for the paint repair and the re-keying of the library.
- While there has been no official response from the Scribner Trustees regarding the video surveillance system, they have expressed in informal conversation that their primary

objection is to the “broadcasting” or storing of images outside the library (on the Internet).

- We will write another letter requesting official approval or further information from them.
- We plan to store the images on-site in a secure location.
- Privacy of patrons and staff will be protected.
- A Library policy will be created outlining the purpose and use of the security cameras.
- A sign will be posted indicating that a security camera is in use.

### **2016 Budget**

- David has our budget presentation packet prepared for the Budget Committee and Sara will have a review of the year ready.
- The Library may present its budget at the November 18 (or 19) Budget Committee meeting in the school cafeteria; David will confirm.

### **Bird's Eye Image of Ashland**

- We have received a letter from the Ashland Board of Selectmen authorizing the transfer of the image to the Library Trustees.
- Northern Exposures has estimated \$130 for matting and framing of the print.
- We discussed the proposed treatment options for conservation and preservation -- \$389 for basic treatment to a maximum of \$659 which includes additional steps. The primary needs are removing the tapes and repairing the tears; some of the staining may come out in the basic process. We discussed briefly the costs and importance of the various options.
- The two accounts tentatively identified for funding the conservation fees are “Patron Fees” and “Donations.” Concern was expressed about reducing the level of either account.
- We considered an alternative of framing and matting the image in its current condition, displaying the image in the Library, and then requesting donations to help defray the cost of conservation.
- **A motion was made (Badger) and seconded (Staples) to approve the framing and matting of the image by Northern Exposures with the appropriate archival materials. The motion passed unanimously 3-0.**

### **School/Public Library Proposal**

- We continued our discussion of the proposal presented by Glenn Dion at the last meeting regarding a joint school/public library.
- Mardean spoke with Mark Halloran (Superintendent SAU 48) where Campton and Thornton both have a variation of school/public library combination. He strongly advised against moving to a school/public library combination. Campton is trying to find a location for a separate public library; Thornton still has some combined services. He is proposing in both budgets that each school hire next year a .4 certified Library Media Specialist – they need the certified library services/personnel to work with the teachers in cooperative learning and teaching.
- Sara noted that there are three combination libraries in the state -- Bartlett, Lyme and Thornton. Unity had a combined program which did not work out, so they are separate again.

- It is unclear whether the idea of joining the two libraries, as presented by Glenn Dion, has the interest or support of the whole School Board.
- Issues discussed:
  - The room we're considering for the children's collection would be an improvement over our current room, but not as large as the current school library.
  - We would not have space in the children's area for as many computers as the current school library has; it would result in students working on computers alongside adult users of the public library.
  - The school would lose the educational benefit of having a library in their building, having the library staff who could work with the teachers in the classroom and library, curriculum planning, etc.
  - The public library staff is not in a position to discipline school students during the school day.
- The State Library sent a good list of pro's and con's.
- We should be ready to address our views of the advantages and disadvantages of the proposal in response to possible questions from members of the public.

### Warrant Articles

- Norm DeWolfe noted that the Board of Selectmen have decided that they will not initiate the Library-related warrant articles (capital reserve and building purchase). Potential warrant articles coming from the Town are likely to be in excess of \$300,000, plus the fire truck warrant article.
- It will be the responsibility of the Library Trustees to prepare petition warrant articles for the capital reserve contribution and/or the building purchase, by the second Tuesday in January. We will discuss our petition process after we meet with TCCAP.

### Historic School

- The current asking price for the building is \$750,000. TCCAP has indicated an interest in helping us with marketing our purchase of the building.
- David will confirm the date and time of our meeting with TCCAP. It was suggested that we meet at their building.
- We discussed the amount we might propose for the building warrant article, especially the amount we added above the building price. Alice suggested that we might reduce that figure from \$100,000 to \$75,000.
- We discussed the idea of hiring a professional fund-raiser.
- We will need to revise our handouts and clarify various expenses that will be incurred in preparing the building for a library. Mardean shared a draft list of items that would have to be considered for the building; costs of tasks need to be added to the list.

### Next Meeting

- **November 16, 10:00 am, with TCCAP and then regular meeting immediately following (time and location to be confirmed)**

The meeting was adjourned at 7:38 pm.

*Minutes Submitted by Mardean Badger*

