

**Ashland Town Library
Minutes of Library Trustees Meeting
December 3, 2015**

Present: Alice Staples, David Ruell, Mardean Badger; Sara Weinberg, Library Director

The meeting was called to order at 6:00 pm by Chair Alice Staples.

Minutes

- **A motion was made (Ruell) and seconded (Badger) to approve the minutes of October 29, 2015, as written. The motion passed unanimously, 3-0**
- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of November 16, 2015, as written. The motion passed unanimously, 3-0.**

Director's Report

- The December newsletter was distributed.
- The Library is ready for Santa's visit on Christmas Night in Ashland.
- Pond and Peak Reading Council donates the hardcover books that are distributed to the children when they visit Santa.
- Sara is getting information ready for the Town Report.
- The kitchen faucet has been repaired; Stephen Orlich donated his time and the parts.

Treasurer's Report

- The financial report was reviewed and signed.
- Only a small number of checks have been written since the last meeting, including telephone, cleaning, books from the Junior Library Guild (\$1,116), supplies (\$109, with \$91 reimbursed from Copier Fees fund), and framing of the Bird's Eye View (\$116).
- End of year budget status -- We have about \$4000 left in the default budget (and in the town account) for wages and about \$2600 in the checking account. We started 2015 with about \$2500 in the checking account from the previous year; our end-of-year balance may be lower than what we started with.
- We need to proceed carefully with expenses through the end of the year, including reserving the amount needed for reimbursement for unused vacation days.
 - *Note: In the 9/28/15 minutes, the unused vacation time obligation was \$1,622.25 as of 9/17/15.*
- In January, we will request our beginning 2016 budget allotment from the Board of Selectmen.
- The computer fund (\$4200) is almost sufficient to replace 4 patron computers, with next year's appropriation of \$750. The goal is to replace them all at the same time, to provide uniform configurations for patrons and staff. If we need to replace staff computers, the funds could come from patron fees, donations and/or lost books.
- **A motion was made (Staples) and seconded (Badger) to use the Patron Fees fund for payment of \$116 for the framing and matting of the Bird's Eye View image. The motion passed unanimously, 3-0.** The image is now hanging in the main collection area.

Warrant Articles & Historic School

- We have not heard from TCCAP about any movement on the price of the Historic School. David will email them explaining our shortage of time for making a decision to consider a warrant article.

- There is still no response from Tom Ladd.
- We will prepare the wording of the warrant article for adding to the capital reserve fund.
- The deadline for submitting warrant articles is January 12, but we need to allow time for gathering petition signatures, discussion with the Budget Committee and Selectboard, etc. We also noted that once a petition is signed by the voters, it has to be submitted.
- We discussed our concern about having 2 warrant articles (capital reserve addition and bond issue) on the ballot at the same time, especially if the bond issue amount is not considerably lower than last year. We will discuss this further when we have more information from TCCAP.

Security System

- We have written a thank you letter to the Scribner Trustees for the lead paint repair and the re-keying of the Library.
- We discussed the points in the latest Scribner Trustees letter re: video security --
 - Our video surveillance system will not be connected to the Internet; images will be stored in house on a secured DVR and will be recorded over.
 - While our original plan was for the first floor only, we are considering putting a camera in the upstairs room with the historic materials. We will have to ask the Scribner Trustees about that possibility.
 - We would be reluctant to sign something absolving the Scribner Trustees of liability without an attorney's opinion.
 - Our policy will adhere to all appropriate regulations and laws and will be reviewed by the town attorney.
 - A wiring diagram will be provided when it is ready.
- Alice will write a letter to the Scribner Trustees thanking them for allowing us to install a video surveillance system and updating them in general terms about our progress.
- Sara will contact the vendor for an update on the quote and for further detail on the system (the record-over options, etc.).
- Mardean shared the response from NHMA legal regarding library video surveillance policies; they referenced several RSA's to review. *[See attachment]* There has not been any response from Primex, yet, regarding property and liability insurance considerations. The other public libraries, the State Library and NHMA do not have any existing policies or templates to work with. Mardean and Sara described the policies they have found from in-state (Keene State College and Lakes Region Community College) and from out-of-state public libraries.
- Mardean and Sara will begin working on a draft policy for us.

Next Meeting

- December 14, 2015, 6:00 pm at the Ashland Town Library.

The meeting was adjourned at 7:05 pm.

Minutes submitted by Mardean Badger

Attachment to Ashland Library Trustees Minutes, December 3, 2015

From: Mardean Badger
Sent: Saturday, November 21, 2015 12:36 PM
To: legalinquiries
Cc: Alice Staples; David Ruell; Sara Weinberg
Subject: Library video surveillance policy

The Trustees of the Ashland Town Library are preparing to install a security video surveillance system -- about 3 to 4 cameras, in strategic interior locations, with the images to be stored on a secure DVR system located in the library. The purpose is for the protection and security of library users, staff and materials. We will be writing a policy to detail the purpose and use of the system.

Are there any specific NH RSA's that should be referenced in the policy? Is there a template policy available that we might adapt?

Thank you for your assistance.

Mardean Badger
Library Trustee

November 23, 2015
Good Morning, Mardean:

Video only recording inside a public building is permitted. See, RSA 236:130 (III) (d). Audio recording would not be permitted as this would violate RSA Chapter 570-A, the New Hampshire Wiretapping and Eavesdropping statute.

We do not have a model policy for you to consider. I did find the attached policy from the City of Omaha, Nebraska. This policy has a number of elements worthy of your consideration, especially the requirement that cameras will not be installed in areas of the library where individuals have a reasonable expectation of privacy, such as in restrooms.

You should also realize that the video recordings will be public records since they would be electronic information created and obtained by a public agency. See, RSA 91-A:1-a (III). To that end, you would need to be prepared for requests for copies of those video recordings, and determine on a case by case basis whether at such recordings are exempt from disclosure under RSA 91-A:5. You also should determine whether the video recordings are subject to retention under the Disposition of Municipal Records statute, RSA Chapter 33-A.

Stephen C. Buckley, Esquire
Legal Services Counsel
New Hampshire Municipal Association
25 Triangle Park Drive
Concord, NH 03301
1-800-852-3358