

**Ashland Town Library  
Minutes of Library Trustees Meeting  
January 25, 2016**

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

The meeting was called to order at 6:09 pm by Chair Alice Staples.

**Minutes**

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes for December 14, 2015 and December 28, 2015. One correction was noted in the December 14 minutes -- on page 2, it should read "The USDA . . . average grant is around \$22,000. . . " The minutes were approved as corrected, 3-0.**

**Director's Report**

- The year end statistics were reviewed.
- A recent inventory of the DVD collection indicates that no DVDs have been lost since the collection has been re-arranged (empty cases on display with discs stored in locked cases at the circulation desk).
- Computer #2 is still having occasional problems. Computers #1 and 2 are the oldest ones. Our computer replacement fund is progressing as planned, with the goal of replacing all the patron computers at the same time, in order to have them set up uniformly.
  - Jeff Levesque of A-Bit Computers has closed his physical shop, but he will still be servicing his business clients (including the Library).
- Jim Wenhart, AES intermediate tier teacher, has invited ATL to participate in *I Love to Read and Write Week* (February 8-12). Sara will send library card applications and letter to parents to the school prior to that week and will be available at the school on February 10 to sign up students for library cards. We have some bookmarks and stickers to hand out, and some books that might be raffled for the classrooms.
- The library will have Winter School Vacation Week activities the week of February 22. There will be drop-in craft sessions 2:00-5:00 pm (Monday through Friday). A flyer is available at the library and will be on the town website. Small water bottles, fruit such as apples or clementines, etc. are needed.
- The Park & Recreation after-school group did not come to the library as originally scheduled. Sara had prepared a program for them, but received no response from them regarding why they did not come.
- A reporter from the Record Enterprise visited the Library during story time for a potential newspaper article.
- The library will be closed on February 15, President's Day.
- The library employees have received their 2015 unused vacation pay, with the exception of Sara. The town finance officer has been notified; Sara will keep us informed of the issue.

**Treasurer's Report**

- We reviewed the 2015 year end reports. We ended our 2015 General Fund about where we started the year.
- We reviewed and signed the January 2016 report to date.
  - Revenues included our first appropriation from the town, some copy fees and donations. A transfer (\$50.12) was made from donations for MVSBooks purchased in 2015. Payments included utilities, telephone, cleaning, 2 mileage payments and books for last year, and 1 subscription.

- The Selectboard has revised its approval vote for the library bond issue, due to the potential effect of the budgetary 10% rule. The vote (1/25/2016) now indicates approval of the library bond, 3 selectmen for and 1 against.

### **USDA Rural Development Grant**

- The RD grant was delivered to Concord on January 8, requesting \$25,000 for the purchase and installation of library shelving in the Historic School building if the bond issue is approved by the voters.
- Anne Getchell informed us that 2 forms were missing ("Request for Environmental Information" and "Non-construction Assurances"). These were completed and submitted by mail/email on January 15. A complete copy of the grant application was given to Heather Thibodeau for the town files.
- We need to hold a public information meeting to inform the public about the grant. The hearing must be held before the grant is awarded and must be advertised 10 days in advance. We will work with the BOS to schedule the hearing, probably in conjunction with a BOS meeting.

### **Historic School**

- We reviewed a quote from USDA Rural Development (Anne Getchell) for bond costs. The quote was a 10-year bond issue, although a full 30-year option was recommended to not jeopardize the shelving grant application.
- Sara is revising the PowerPoint for the deliberative session with additional photographs. Alice will contact Bobbi Hoerter about our presentation. Mardean will contact the school to arrange for the LCD projector.
- We checked the number of signs we had left from 2014 -- 4 "Support" signs, 6 "Open House" signs and the directional signs. Sara will speak with Jaye Demers regarding additional signs (need date corrections for the Open House signs) and will check with the Friends for assisting with the cost.
- David will check again on cost for doing a direct mailing. The brochure will be updated and the appearance changed somewhat. The best distribution time is about a week before the vote, or about the week of February 22 in order to include dates of Open Houses. We will have it printed at Staples (or similar) this time, rather than printing it at the library. Payment for the mailing will be through Donations.
- We will review our previous press release and schedule sometime around the week of February 22, also.
- David will check with TCCAP about scheduling two Open Houses at the Historic School. Wednesday, March 2 (5-7pm) and Saturday, March 5 (10-1) are the tentative dates.

### **Next Meeting**

- February 11, 6:00 pm at the Ashland Town Library.

The meeting was adjourned at 7:34 pm.

*Minutes submitted by Mardean Badger*

## 2015 Library Statistics

Total Circulations:	12,945
Total Computer Users:	1,373
Total Patrons:	1,460
Total Items Cataloged:	17,797

### Inter Library Loans:

Total Items Lent:	541
Total Items Borrowed:	941
Unfilled requests to Ashland:	155
Unfilled requests by Ashland:	137

### Overdrive:

E Books Lent	340
Audio Books Lent	155
Periodical	12
Total Overdrive:	<u>507</u>

<b>Heritage Quest Searches:</b>	1,173
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### Lost/Overdue:

Books	11
Audio	0
Video	14

Patrons Delinquent	17
Total Amount Lost= \$	\$533.26

Total Volunteer Hours	42
Total Programs Held	65
Attendance at Programs	556
Total of Home Visits	10
Total of Patron Visits	8,579