

**Ashland Town Library
Minutes of Library Trustees Meeting
February 11, 2016**

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

The meeting was called to order at 6:02 pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of January 25, 2016. One correction was made: “The library employees have received a report of their credited 2015 unused vacation ~~pay~~, with the exception of Sara.” The minutes were approved as corrected, 3-0.**

Director’s Report

- Heather Thibodeau, Town Administrator, has requested monthly reports from the department heads. Sara will submit the monthly report.
- Sara received notice of a department meeting on the day of the meeting, which was too late to arrange coverage. She will be able to go in the future if there is sufficient notice to adjust the work schedule. There seems to be no set date for department head meetings.
- The Library has received a letter from MVSB announcing discontinuation of the Books of the Month program for libraries. We still have some money remaining in the previous \$500 award in the Donations account. MVSB will consider competitive grant applications, which are due in October every year.
- Signs encouraging support of the library warrant articles are going up.
- Sara is adjusting how the library newsletter is posted on the library website.
- Shirley Marcroft has expressed interest in joining the Friends of the Library. She has grant writing experience and has offered her assistance.
- Upcoming Friends of the Library programs
 - April 20, “*Eastern Coyotes in New Hampshire*,” 6:00 pm
 - August 17, “*History of Brewing in New Hampshire*,” 7:00 pm

Treasurer’s Report

- We reviewed and signed the financial report to date. Payments included the usual monthly expenses (books, videos, audios, programs, supplies, cleaning, public hearing newspaper notice, etc.). Income included a transfer from donations for MVSB books and payment for one damaged movie.

New Business

- Election Preparation
 - We reviewed publicity and arrangements for the Open House (March 2 and March 5) at the Historic School, including coverage, refreshments, and displays. [Note: The March 2 date was later changed to March 1.]
 - Staffing will include Alice, Mardean, David (except part of Saturday), Sara, and library staff as available. Other suggested volunteers included Amanda Loud, Fran Newton, David Toth, Anne Sanborn, Stefan O’Sullivan.

- Floor plan displays will be on easels on each floor. David will bring easels and some photos of the building before renovation.
 - Refreshments will be on the third floor, provided by the Friends. Alice will pick up balloons. Open house and directional signs are ready to go up.
- We reviewed the mailer to be distributed to residents, including content, printing, and mailing.
 - Printing quotes will be obtained from Jae Demers and Staples. Two styles were suggested – 2 sheets (8.5x11) or 1 sheet (8/5x14).
 - Mardean will draft the content of the brochure which will be similar to the 2014 brochure, with appropriate updates, USDA RD grant and the capital reserve article.
 - Mailing will be through the USPS “Every Door Direct Mail” program. David will calculate the numbers and cost. Payment for the mailing will be from the *Donations* account.
 - Target mailing time will be about the week of February 22.
- We reviewed timing and content of press releases and letters to the editor.
 - Alice will draft the letter to the editor.
 - David will contact the Laconia Citizen, Laconia Daily Sun, Record Enterprise and the Union Leader.

Non-Public Session

- **A motion was made (Ruell) and seconded (Staples) at 6:51 pm to go into non-public session for the purposes of personnel, NH RSA 91-A:3,II(c). The motion was approved, 3-0, by roll call vote.**
- The Trustees and the Director discussed scheduling with a staff member. Alice will compose a letter to a staff member affirming that the scheduling of staff is the responsibility of the Library Director.
- **A motion was made (Badger) and seconded (Ruell) to come out of non-public session at 7:35 pm. The motion was approved, 3-0.**

Other Business

- USDA Grant – Mardean will explain the USDA Rural Development grant application for library shelving at the BOS public hearing on February 16, 6:25 pm, Elementary School Library.
 - We need to check with the Town Office to see if the town’s SAM (System for Award Management) registration was renewed.
- The video security camera issue will be discussed after the March 8 vote on the bond issue warrant article.

Next Meeting

- March 10, 6:00 pm at the Ashland Town Library. *[Note: the meeting was rescheduled to March 14, same time and location.]*

The meeting was adjourned at 7:47 pm.

Minutes submitted by Mardean Badger