Ashland Town Library
Minutes of Library Trustees Meeting
May 31, 2016

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

The meeting was called to order at 6:05pm by Chair Alice Staples.

Approval of Minutes
• A motion was made (Ruell) and seconded (Staples) to approve the minutes of April 11, 2016 and the minutes of May 5, 2016. The minutes were approved, 3-0.

Director’s Report
• Summer programs are scheduled for July 28 (Animal Athletes, Squam Lakes Science Center) and August 9 (Gotta Play, Steve Blunt). In case of rain, the July 28 program will be held at the Booster Club. An alternate rain location for the August 9 program is being researched.
• The summer reading program starts mid-May. Publicity has appeared on the town website, the Record Enterprise Ashland column and at the school.
• The recent Coloring for Adults activity had 6 people and is being considered for two times per month due to popularity.
• To increase programming for the older children/teens, a June 21 tie dye activity is planned for ages 10 and older.
• Funding for the Science Center pass has been received from MVSB.
• Sara has prepared a draft of a historical timeline of the Library’s space need planning efforts. After we review the draft, it will be available to the public at the desk and on the website.
• Sara is continuing to work on an email version of the monthly newsletter. At this point, we have a list of 30-40 email addresses of patrons and local government officials.
• We discussed the condition of the circulation desk computers. Computer #2 is the oldest (about 9 years) and is not working well (very slow, poor barcode scanning, etc.). We currently have $300 budgeted in our equipment line. A replacement computer will cost an estimated $399 from Walmart. A motion was made (Ruell) and seconded (Staples) to approve purchasing a new computer to replace Computer #2. The motion was approved, 3-0.

Treasurer’s Report
• We reviewed and signed the financial report to date.
  o Typical expenses included books, videos, magazines, cleaning, utilities, supplies, wages/benefits, etc.
  o Other expenses included NHLTA dues, technical support catalog ($1529), mileage, Tom Ladd report ($1500 from Donations).
  o One expense noted under Miscellaneous was a $9.99 month charge for a Kindle Unlimited account. The account and charge was created on a Sunday by an unknown person. The account has been cancelled.
Income included $90.62 restitution payment, deposited to the Public Computer Fund.

The MVSB Books of the Month donation has been spent down ($241.96) with only 1 book outstanding.

**Old Business**

- Video Surveillance Cameras
  - There has been no further response from the Scribner Trustees.
  - We still need to work on the policy governing the video surveillance cameras.

**New Business**

- Tom Ladd Report
  - David reviewed the recent meeting with Tom Ladd to tour the Historic School (for additional notes and photos). Tom also reviewed our proposed corrections to the draft report.

- NHLTA 2016 Annual Conference
  - Alice reviewed highlights of the 3 sessions she attended – Sunapee Library & Fundraising; Safety in the Library; Small Libraries Roundtable
  - Mardean reviewed highlights of the 3 sessions she attended – How to be a Successful Fundraiser; Community Based Strategic Planning; Engaging Your Library Community with Storytelling & Social Media

- Patron Privacy Workshop
  - Mardean reviewed highlights of the workshop *Patron Privacy in Libraries*

**Other Business**

- The Attorney General’s office is conducting a Trustees training session on June 15, 1-4 pm.
- Budget Committee meeting schedules are being set up for the mid-year budget review. Available dates are July 13 and 20, August 10 and 17. The consensus was that the July dates are more practical for us to attend.

**Next Meeting**

- Library Trustees Meeting: June 28, 2016, 6:00 pm, Ashland Town Library.

The meeting was adjourned at 7:29 pm.

*Minutes submitted by Mardean Badger*