

**Ashland Town Library
Minutes of Library Trustees Meeting
July 26, 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 (Staples) and seconded (Ruell) to approve the minutes of May 31, 2016 and June 28, 2016 as written. The motion was approved, 3-0.**

Director's Report

- The August newsletter was distributed.
- The Friends book sale was successful, with an income of \$551.83. Another book sale is scheduled for the Town Wide Yard Sale (September 17), after which the remaining books will go to the Episcopal Church in Plymouth for their book sales.
- Jeff Levesque worked for 2 hours on Patron Computer #2, updating software and reconfiguring. He said that the patron computers are still current and do not need to be replaced at this time.
- Julia Dunn has started working part-time.
- 1-2-3 Lock Key & Security is now Main Security Surveillance.

Treasurer's Report

- We reviewed and signed the current financial report.
- The third quarter appropriation (\$4905) was received from the town.
- The month's income and expenses were reviewed. The latest figures for wages and benefits were not available from the Town Office at the time of the report.

Old Business

- **Video Surveillance Cameras**
 - Sara will contact the vendor for some possible dates to meet with the Library Trustees and Scribner Trustees, to review the proposed installation set-up.
- **Budget Meeting:** August 17, at 6:30 pm, in the Elementary School Library.
- **CIP Meeting:** August 17, at 7:30 pm, at the Fire Station.
 - Mardean will update the CIP form for the new year. We will propose adding \$25,000 or \$20,000 to the Capital Reserve Fund.
 - Alice will contact Tom Ladd for an update on his report.

New Business

- **2017 Budget Preparation:** We reviewed 2016 requests and expenditures to date as we prepared our proposed 2017 Library budget. We will review our proposal again in August before submitting it to the Town Administrator and Board of Selectmen.
- **Upholstered Chairs:** We are concerned about the frayed upholstery on the 2 chairs opposite the Circulation Desk. The chairs belong to the Scribner Trustees. We discussed

whether we should replace them ourselves or approach the Scribner Trustees regarding replacing or repairing the chairs. No decisions were made.

- **Library Sign:** The outside library sign is showing considerable wear. The sign was installed in 1998 by Marvel Signs. Sara will contact Marvel Signs for an estimate for replacing the sign and we will then discuss options for repairing or replacing it.

Next Meetings

- **Budget Committee Meeting: August 17, 6:30 pm, Elementary School Library – review the 2016 budget to date.**
- **CIP Meeting: August 17, 7:30 pm, Fire Station – to update our capital requests.**
- **Library Trustees Meeting: August 25, 6:00 pm, Ashland Town Library.**

The meeting was adjourned at 7:13 pm.

Minutes submitted by Mardean Badger