

**Ashland Town Library**  
**Minutes of Library Trustees Meeting**  
**September 29, 2016**

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

The meeting was called to order at 6:03pm by Chair Alice Staples.

**Approval of Minutes**

- **A motion was made (Staples) and seconded (Ruell) to approve the minutes of August 25, 2016, as written. The motion was approved, 3-0.**

**Director's Report**

- The new format for the library newsletter was shared.
- The library fire extinguisher was inspected on September 23.
- The new employee, Robbie Binette, is working 3 hours on Mondays and will be available for occasional fill-in hours.
- On Halloween, the Library will greet the school costume parade for trick-or-treat in the afternoon and then will close at 5:00pm.
- Holiday schedules were discussed. The Library will be closed on Christmas Eve day (Saturday), Christmas Day (Sunday), and New Year's Day (Sunday). **A motion was made (Badger) and seconded (Staples) to approve closing the Library on December 26 (Monday). The motion was approved, 3-0.**
- A Department of Education grant is being written with participation by the school, Park & Recreation, and the Library. More details will be forthcoming.

**Treasurer's Report**

- We reviewed and signed the financial report to date.
  - Typical expenses included collection materials, supplies, Library Journal (\$158), 2 water/sewer bills, electricity, telephone, and Post Office box rent (\$140).
  - The overall budget is on track, with one quarter of the year left. The final quarter payment from the Town is due next week.
- The recent book sale brought in over \$500.

**Old Business**

- Sara has contacted the company regarding the video surveillance cameras and is awaiting their response.
- We discussed the deteriorating condition (torn upholstery and loose arm joints) of the upholstered chairs opposite the circulation desk. The chairs are owned by the Scribner Trustees, so we will have to speak with them about the repairs needed.
- Tom Ladd's report – We discussed the final (minor) corrections needed. Alice will write a 1-page executive summary to accompany the report. Copies of the report should be distributed to the Board of Selectmen, Town Administrator, CIP Committee, Town Office and be available on the Town and Library websites.

- **A motion was made (Badger) and seconded (Staples) to pay the balance due to Tom Ladd, from the Donations line. The motion was approved, 3-0.**

#### **New Business**

- Mardean updated the Trustees on the discussion by the Board of Selectmen regarding establishment of a uniform policy for the town's flags (responsibility, half staff, etc.). It was noted that while the flag behind the Library is under the control of the Scribner Trustees, the Library staff receives the complaints from citizens when it is not lowered to half staff.
- The 2017 Library budget will be presented to the Budget Committee on October 19, 6:30pm, in the Elementary School Library.

#### **Next Meeting**

- Library Trustees Meeting: October 20, 2016, 6:00pm, Ashland Town Library.

The meeting was adjourned at 6:59pm.

*Minutes submitted by Mardean Badger*