

**Ashland Town Library
Minutes of Library Trustees Meeting
October 20, 2016 (evening)**

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

The meeting was called to order at 6:01pm by Chair Alice Staples.

Director's Report

- Sara reviewed upcoming Library events and activities – adult coloring (2 sessions), Thanksgiving storytime, and book discussion group.
- The Library will be closed on November 11, November 24 and November 25.

Treasurer's Report

- We reviewed and signed the financial report to date.
 - Expenses included audios, videos, books, Junior Literary Guild (\$1453), utilities, web fee, cleaning, and mileage.
- The transfer of \$750 to the public computer fund must be done soon.

Old Business

- Video surveillance system – We reviewed the afternoon meeting with the sales representative. After we receive the quote, we need to consider whether to install the system now or wait for the possibility of a new location. Past minutes need to be reviewed to check if we had previously voted how to pay for the system.
- Tom Ladd report – The final corrections need to be submitted to Tom Ladd. **A motion was made (Staples) and seconded (Badger) to pay Tom Ladd \$500 now, with the remaining \$500 paid on receipt of the final corrected document. The motion was approved, 3-0.** Alice will email the edits to Tom and then we will mail the check.

New Business

- Supplies Budget – Following a question from the Budget Committee, David reviewed our past supply expenses. In 2013, we spent \$1038 from the town appropriation, plus \$322 from copy fees. In 2014, we spent \$1902 from the town appropriation, plus \$382 from copy fees. And in 2015, we spent \$1424 from the town appropriation, plus \$657 from copy fees. It was noted that supply expenses vary from year to year, especially because some of the more expensive supplies (such as bar code supplies) are not necessarily purchased every year.
- Salaries – The Budget Committee also suggested increasing salaries of the library employees. We will do further research on salaries at other libraries before discussing changing the salary scale.
- Historic School – TCCAP has further reduced the price of the building to \$525,000. A motion was made (Ruell) and seconded (Staples) to again pursue the purchase of the Historic School for use as the library. The motion was approved, 3-0.
 - A bond issue would include \$525,000 for the building purchase, \$100,000 for furnishing, and use of \$25,000 capital reserve.

- The latest tax assessment of the property is \$168,050 for the land and \$458,200 for the building (total \$626,250).
- Alice will contact the Board of Selectmen to arrange a discussion about the building at their November 7 BOS meeting.
- Sara will inquire about holding a fund-raising benefit dinner at the Common Man.
- A former Ashland resident has suggested contacting Ashland High School alumni for donations. Alice mentioned a Facebook page featuring memories of Ashland.
- David will contact Chip at Norton Associates.
- We will inquire about getting mailing addresses of property owners.

Next Meeting

- Library Trustees Meeting: November 22, 6:00pm, Ashland Town Library.

The meeting was adjourned at 7:45pm.

Minutes submitted by Mardean Badger