

**Ashland Town Library
Minutes of Library Trustees Meeting
February 16, 2017**

Trustees Present: Alice Staples, David Ruell, Mardean Badger

Staff Present: Sara Weinberg, Library Director

Guest Present: Tejasinha Sivalingam

The meeting was called to order at 6:10pm by Chair Alice Staples.

Approval of Minutes

- **A motion was made (Ruell) and seconded (Staples) to approve the minutes of January 10 and February 2, 2017. The motion was approved unanimously, 3-0.**

Director's Report

- Lisa Rollins has scheduled vacation for April 11-25. Sara Weinberg is scheduled for jury duty for up to 7 weeks beginning March 7, which may overlap the vacation schedule. Sara will work on arranging back-up coverage to ensure that 2 staff are on duty at all times.
- Ashland Elementary School has applied for a CLIF Year of the Book Grant, with a collaborative piece with the Ashland Town Library. Joanne Bickford, AES Librarian, sent a thank you note to ATL, noting that AES is a finalist for the grant.
- Our decline in patron usage of downloadable books is similar to the experience of many other New Hampshire libraries. Companies are showing a similar sales decline, which they are attributing to "digital fatigue" and the trend back to the physical book format.

Treasurer's Report

- The current financial report was reviewed and signed.
- The first quarter appropriation (\$4,000) was received from the town. Expenses included supplies, books, videos, magazines, audios. Mileage, cleaning and utilities payments included bills from December 2016.
- The December electric bill (\$162) was more than double the usual charge. This is attributable to the quantity of Christmas lights that were on 24 hours a day. We will recommend to the Scribner Trustees that next year's decorations be put on timers (i.e., lit only at night).

Old Business

- Reviewing the final edits of Tom Ladd's report and revising the fund-raising letter are continued to the next meeting.

New Business

- We reviewed our visit to the Ashland School Board meeting (February 7). The only issue brought up was the sharing of parking between the school and the proposed library for special events, which would require future discussion between the 2 boards.

- We reviewed the public hearing for our RDA Community Facilities grant for library shelving at the BOS meeting (February 13).
- Mailing for March election
 - The EDDM mailing cost will be approximately \$223 for post office boxes and RFD deliveries. There are approximately 100 more addresses from the voter list (about \$49), which we agreed should be included in the mailing.
 - We reviewed last year's brochure mailer and discussed some possible revisions. Mardean will send design to Trustees and Director for final approval.
 - new design for cover and back cover
 - change or add photos (contact Samyn-D'Elia for permission & files)
 - add key points on back cover (delete statistics)
 - note price decrease of building since first request
 - 60% vote needed
 - mention both warrant articles (#3 and 17)
 - add link for absentee ballot request
 - The mailing should go out the week before the Open House.
 - **A motion was made (Staples) and seconded (Ruell) to send a mailer for the purchase of the TCCAP building. The motion was approved unanimously, 3-0.**
 - **A motion was made (Badger) and seconded (Staples) to pay for the mailer and postage from the Donations account. The motion was approved unanimously, 3-0.**
 - Mardean will contact JD Printing to arrange quantity (1450), paper, delivery time, etc. for preparation of the mailing.
- Open House (March 11, 10am-1pm) and Election (March 14)
 - Our previous signs for the open house and election are ready to be used, with dates adjusted as necessary. We discussed the locations of various signs.
 - The Friends will provide refreshments (cider and doughnuts) for the Open House.
 - Staffing for the Open house will include Alice, David, Mardean, Sara and possibly one other library staff member.
- Snow Removal
 - Over the last couple weeks, snow shoveling and snow removal by Ashland DPW has not been satisfactory or timely before library opening – i.e., clearing the front granite steps; shoveling the 2 side walkways; clearing the handicapped ramp; and clearing the sidewalk, snow bank and parking spaces on Pleasant Street.
 - It was noted that both the front and back entrances are used by many of our older patrons – some prefer the back walkway and ramp; others prefer the front steps because it is the only place with a railing. It was also noted that if the snow bank on Pleasant Street is not cleared, patrons are unable to climb over the snow bank to reach the back handicapped entrance.
 - Several patrons have spoken to the library staff about the difficulty of getting into the library. One patron called a trustee, another patron spoke with the town office, and one of the trustees emailed the town administrator about the issue on February 10.

- Since February 10, a local contractor has provided one of his employees to shovel the walkways and clear ice from the front steps. This service was provided at no charge to the library, even though the contractor was still paying his employee. The contractor's normal charge for a client is \$40/hour. As of February 16, the employee has put in about 6 hours of time over a period of 3 days. The library has not budgeted for independent snow removal, as this was to be provided by DPW since the Library is a town facility.
- The library trustees and staff do understand that the DPW is limited in staff and equipment and that major roads, town parking lots and primary sidewalks are the priorities, especially when there are multiple snowstorms close together.
- The library director will speak with the DPW director and ask if he can let her know about an hour before our opening time if they are going to be unable to clear snow at the library after a snowstorm. If the snow cannot be cleared, the library director can decide whether we will do the shoveling, find someone else to do the shoveling, or close the library and notify the staff and the public.
- We will continue to monitor the situation.

Next Meetings

- **March 11 – Open House at Historic School (TCCAP), 10:00am – 1:00pm**
- **March 14 – Voting Day at the Elementary School Gymnasium**
- **March 17 – Library Trustees Meeting, 6:00pm, Ashland Town Library**

The meeting was adjourned at 8:02pm.

Minutes submitted by Mardean Badger