

**Minutes
Ashland Public Library
Board of Trustees
November 28, 2018**

Present: Heather St. Clair, Yong Hansen, Dan Wilson, Michelle Powell Tom Walsh

Absent: Leslie Gerdes.

Meeting called to order at 6:03 by President Powell.

Approval of agenda. Motion by Walsh and second by Hansen to approve the agenda as presented.
Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried.

Approval of Minutes from prior meeting. Motion by Powell and Nicole and second by Walsh.
Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried.

Financial Report. There were two errors on the report. The \$897.60 conference charge was actually the Fire Departments. The second was the \$1,092.94 expense in the Computer Equipment/Software. Should have been \$337 for the Credit Card machine, the other 755.24 should be moved to Computer Services Contract (Access contract). This will all be adjusted next month. Motion by Walsh and second by Hansen. Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried

Librarians Report: Heather discussed how she is pleased with Access and the amount of time they are saving her and allowing her to do other aspects of her job. Heather has hired Ann Lombardo. Our cleaning company has stopped cleaning. We have gotten the keys/cards back and are in the process of find a new one. Many activities involving the community have taken place; Life Skills class from High School comes every Monday to shelve book and other projects. Freaky Frolics, Home Town Christmas and a drop of spot for the toy drive/giving tree. Heather reported we have approximately 2,411 ACTIVE card users!! Motion by Hansen and second by Wilson. Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried.

Old business: at one time we had two 'staff' laptops. One has since died and not been replaced. The remaining one is used frequently and at times more than one staff employee would want to use it. It was decided that Heather would be able to purchase a new computer at her discretion. It was mentioned she does a great job of watching the budget and does not spend funds unwisely. She will investigate the best one and the money will be taken from the special funds part of the budget as there is an \$8,000 balance. Motion by Walsh and second by Hansen. Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried.

New Business:

Board limits. Discussion was held and agreed we would use the City as a guide. Walsh will roll off in January, Gerdes in December and Powell in September all of 2019.

Study Room Policy. Heather noted there are some people who come and use the room for the day. Currently it is a first come first serve basis. No reservations required. Heather was charged with inquiring

what the patrons were using the room for. Would they be opposed to a time limit? She will get back to the Board with her findings.

Art. The board approved allowing the Foundation to purchase the art work, if they so choose. Heather will be looking at the art work prior to discussing with the Foundation. Motion by Powell and second by Wilson. Roll call: Hansen yes, Wilson yes, Walsh yes, Powell yes. Motion carried.

Director's evaluation. Please have them to President Powell by December 8, 2018.

Next meeting was called to be on January 16, 2019.

Respectfully submitted,

Thomas M. Walsh
Secretary