

Meeting of the Library Board of Trustees

January 15, 2020

Meeting called to order at 6:02

In attendance: Yong Hansen, Dan Wilson, Alice West, Tanya McVay and Ann Lombardo.

Nicholle Todd was in attendance after 6:15.

The Open Meetings Act was noted on the east wall.

Public Comments: no public comments were made.

Approval of Agenda: Yong proposed that "new members introductions" be moved to later in the meeting. Nicholle had sent text that she was on her way to the meeting. Alice motioned; Yong seconded. Approval to amend agenda by all.

Approval of Minutes: The Nov. 26 and Dec. 31 meeting minutes were reviewed. Yong motioned; Dan seconded, approved by all.

New Members Introductions: Nicholle Todd was introduced as a new member of the Ashland Library Board of Trustees. Matt Flynn was unable to attend this meeting.

Financial Report: December 2019 Expenses were reviewed

Director's Report:

- Special Funds Balance 12/1/19- 12/31/19: Reported ending balance of \$9,686.76.
- Access Systems:
 1. The library has received the new computers for set up.
 2. Signed \$9,240 statement on 1/2/2020 for set-up and connection.
 3. Waiting on Evan to get a set-up date. Evan has been contacted.
- 3D printer is in. This will be set up after the new computers are in place.
 1. Discussion for 3D printer location in library. At this time, it will be at check-out desk.
 2. Discussion about training needed to use, the age of users and payment for materials before use.
- Tanya has been working 10+ hours extra and Ann has been working 2-4 hours extra.
- Spent \$200 on staff and guest party for Heather's farewell.
- Re-clarified informal arrangement for using the small office room by new Gazette editor, Pam Thompson.
- Teen programming has changed - Dungeons and Dragons and Anime groups have ended. Staff is looking into new card game groups and Art program.
- Hometown Christmas run smoothly
- At this time, there will be no low-income tax prep for 2020 at the library. Community Action from Lincoln has pulled out. Staff will continue to search for such a service.
- Reaccreditation was given at Silver level. This is good until 2022.

New Business:

- Discussion about extended use of a study room by one person. Nicholle Todd suggested that a sign be posted with suggested time limit that one could be in the study room.
- Library Foundation Meeting, board representation: Nicholle Todd accepted this position.
- Weather Emergency policy was reviewed. It was proposed to change policy to read;
"If public school closes, the staff will check state police website. If they are stating to stay off the roads, then the library will close after calling the board president for agreement. Once closed, a staff member will post it on the doors and on Facebook."
Procedure for rented meeting room when the library is closed because of weather emergency:
Staff will connect the person that rented the meeting room. Ask if they if they still will be using the room. If they choose not to use, their rental fee will be refunded. If they will be using room, the room can be remote opened by staff member. Dan motioned to approve. Yong seconded. All approved.
- Search Committee Report: Alice West reported that the committee has completed putting together their interview questions and will be beginning interviewing candidates on Jan. 20. At this date we have eight candidates.

Meeting adjourned at 7:20.

Respectfully submitted,
Alice West, Secretary