

Ashby Library Board of Trustees
Meeting Minutes
Thursday, April 28, 2011

Meeting convened 7:05 p.m.

Present: John Mickola, Doug Leab, Anne Manney, Michelle Thomas, Hanae Omsted, Mary O’Friel, Martha Morgan, Dwight Horan, Library Director Mary Murtland,

Secretary’s Report: MOTION to accept minutes from March 22nd meeting. Seconded, U.A.¹

Treasurer’s Report/ Scholarship Committee:

Scholarship: Scholarship checks have been sent out. Sadly, the returns on the scholarship funds investments have been very poor. Only \$ 1,000 return for 3 quarters; \$5,000 for the year.

The Ashby High School Alumni Scholarship Association from Irene Salmonen had no applications last year. The Alumni Fund could work through the Board to identify students for that scholarship; might be able to roll that fund into scholarship funds.

Doug will have a year-end report in July. Due to the low returns on the scholarship investments, we might want to set a maximum award at \$100 or suspend the scholarship for one year to allow funds to be replenished.

MOTION to accept Scholarship Comm. Report. Seconded, UA.

Library Director’s Report:

Circulation for March is up 16.5% over the past 2 years.

Friends group has purchased new library passes and has established a membership/joining fee for the Friends of the AFPL.

Two library assistants attended a Basic Library Techniques Workshop.

Policies for the Library are outdated. Mary M. suggests the formation of a Policy Committee to review the policies and update them as necessary. For instance, we agreed at the last meeting to store the Ashby Land Trust’s documents in a file. The storage would be just for documents, but what if someone wanted to store art work or other items? We need a Policy in place to deal with that.

MOTION: to add a Policy for Storage to Policy Committee to review. Seconded, UA.

Old Computers need to be removed/ recycled. Old monitors as well. Will look into disposal at the transfer station. Will town pay?

Sound needed on computers to use with headphones-Dwight will look into it.

¹ U.A.: Unanimous Approval.

CWMARS is changing check out procedure to Evergreen; staff needs to go to training. On-line process will be different. It will be easier to use for interlibrary loan.

Evaluation Procedure

Mary O. had thoughts. Are there goals? Is the evaluation discussed openly with Director? There are so many duties (e.g. Policies are outdated, Mary M. must do this.)

Mary O. satisfied that evaluation was performed last year, and will be again this year with goals and duties in mind.

Building Concerns

Insulation: have one set of estimates; working on others. First estimate is for cellulose in ceiling (\$2,300); second open cell form-sprayed on roof. (\$8,000) better insulation value. Also looking into MassSave to do an audit.

Staining of building to start May 9th.

Library Closure

Town meeting day, May 7th, library will be closed. Voted 2 to 3 years ago to do this.

Michelle Thomas' employer, Deluxe, gave a \$200 donation to the Fund for Michelle's time volunteering.

8 p.m. Adjourn

Submitted by

A handwritten signature in blue ink that reads "Martha A. Morgan". The signature is written in a cursive style with a long, sweeping underline.

Martha Morgan, Secretary