

**Ashby Free Public Library**  
**Trustees Meeting Minutes**  
**Thursday, January 28, 2010**

Meeting convened at 7:10 pm

Present: Chair John Mickola, Michelle Thomas, Mary O’Friel, Dave Jordan, Dwight Horan, Prudy Brennan, Martha Morgan, Director Mary Murtland.

Community Input: Finance Committee member Lillian Whitney present to discuss the library’s financial needs.

**Community Input:** Lillian and Selectman Peter McMurray are concerned that 73% of library expenses have already been paid out. Reason: \$2,280 was for the elevator; need encumbered from 2008. It is actually \$2,500. The library took a 10% cut last year; janitorial line was zero funded. Three years ago, this line item was \$3,500; went to \$1,500 by 2009; zero in FY 2010.

Town is considering hiring one janitorial person for all town buildings. Library could use someone twice a month to clean bathrooms/ stairs/ lobby/ vacuuming. Once a quarter, dusting. 3 to 4 hours each time; 8 hours/ month.

Board explained to Lillian that the library budget is determined (as required by MBLC) by averaging the past three years’ budgets, and then adding 2.5%. Library receives \$3,700 in state aid for certification. Therefore, \$2,900 must be added to the budget to remain certified for FY 2011.

Selectmen want to know what the “real needs” of each department are. For the library, this would be \$2,900, plus \$2,500 for the elevator maintenance.

Lillian welcomed the Trustees and public to the Finance Committee meetings to discuss the town budget.

**Director’s Report:**

**Action Items:**

- Elevator: passed inspection. Need a phone line at \$28/month (Verizon). Otis Elevator will install the required phone inside the elevator (must be a dedicated line). It will be connected to other town phones and protective services as well.
- MBLC may be cut in the state budget by 28%. If this happens, CMRLS will be cut. Directors will send a letter to Senators supporting MBLC. Dave Jordan and Mary M. will work on a letter of support; email it for review.
- Received an invitation to attend Legislative breakfast for libraries at Lancaster library March 26thFeb. 5th. John M. and Mary M. will attend.
- Mary M. applied to MBLC for another \$1,500 grant.

**MOTION to accept Director's Report; Seconded, UA<sup>1</sup>.**

**Old Business:**

Plaque to honor those who have served the library in the past is being worked on; Memorial Funds will be used to pay for it. This will be the "Edwin Chapman Service Award."

Electric Bill has been paired down from \$1,100 to \$600/month. Air Conditioning made a huge difference. Also shut off lights outside, and heat is up to 60, not 70 degrees.

**MOTION to accept November meeting minutes; Seconded, UA.**

**New Business:**

- Warrant Article #13: Authorize Library Books Revolving Fund to receive funds collected for book late fees. Expenditures not to exceed \$2,400.
- Budget worksheet: Current budget \$63,600. John will prepare two budgets; email it out. John gives it to the Town Clerk, then to Selectmen.
- Mary M.'s contract – handed out.

**MOTION to approve 3 year contract for Library Director, Mary Murtland; Seconded, UA.**

- Angela is on maternity leave; Chris Ewald was chosen to fill her position during the leave. Chris will then be available to fill in when one of the library staff cannot come in.
- Prudy Brennan has joined John Mickola, Dwight Horan and Dave Jordan on the Ashby Free Public Library Fund (which must have four Trustees and five non-board members).
- Scholarships: Dwight will ask Nancy Haines (Town accountant) or Kate Stacy (Town treasurer) how much the funds have made in interest. Currently collecting proof of attending college. Prudy B. (Library treasurer) submits names to Nancy Haines, who sends out the checks).
- Michelle will put the timeline for scholarships on the website, so students will know the steps. Also need letters to students acknowledging receipt of application.
- Seeds given out for reading program were a big hit last year. "Going Green" is year's summer reading theme. Dave J. can get more seeds to hand out.

Adjourn 9:15 pm

**Submitted by Martha Morgan, Secretary**



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<sup>1</sup> UA: Unanimous Approval.