

Ashby Library Board of Trustees
Meeting Minutes
Thursday, November 18, 2010

Meeting convened 7:10 p.m.

Present: John Mickola, Prudy Brennan, Doug Leab, Dave Jordan, Anne Manney, Mary O’Friel, Martha Morgan, Library Director Mary Murtland

MOTION to accept minutes from October 28th meeting minutes. Seconded, U.A.¹

Director’s Report:

Circulation is down compared to 2009, but the number of people coming into the building is the same. Possibly more people coming for programs, events, etc.

\$1,333.37 received from Massachusetts Bureau of Library Commissioners (MBLC). Library was recertified for FY 2011. These funds cannot be used towards Municipal Appropriation Requirement.

Library Friends are taking a survey regarding what people want for museum passes. They have paid for one state park pass already.

Mary M. reiterated problems on-going in the library for the town to know about these issues.

Two pumps are needed to prevent frozen pipes, \$2,000 for cleaning both carpets-up and downstairs, anode in bathroom may help with sulfide odor in bathroom.

The cost for CWMARS needs to be added to the town budget (\$1,400).

Vacation, sick time and time used for substitute librarians are not accounted for in salary line items; they should be included.

19.5% of budget has to be for materials.

Ideas for items to include in budget:

1. Cost of living raise. Last year Selectmen gave a 2% C.O.L. raise to non-contract employees (including Mary). This can be added to line item.
2. 2 hours/week more for Director. Director gets to library 0.5 hours before it opens each time, so 2 hours/week would cover it; currently it is not included in the salary line.
3. Add 4 hours/week to the total library hours (52 weeks). Also, Mary writes grants- extra hours for grants; would only have to pay assistants to cover Mary’s time;
4. CWMARS budget
5. Elevator- cost is in the budget already.

¹ U.A.: Unanimous Approval.

6. Carpet cleaning, on-going maintenance (electricity, phone, oil)
7. Training budget, continuing education. CPR was a one-time item. Defibrillator needs to be checked regularly. Mary M. will get a ballpark figure for doing this. People need to be recertified to use it every 2 years.
8. Cost of living increase. Mary proposes 5%.

Treasurer's Report- No Report. Doug Leab (Treas.) will talk with Nancy Haines (Town Accountant) soon about change in schedule for scholarships to coincide with town fiscal year.

Scholarship Committee Report: No Report.

Other business:

Prudy Brennan has a request from Girl Scout leader Janet Edwards. They are requesting to use the library for a sleepover December 18th to 19th (Sat. to Sunday). 15 Brownies, Juniors and Cadets. They will only use the downstairs. Director Prudy B. will be present all night with the girls.

MOTION to allow Girl Scouts to have a sleepover in the library December 18th to 19th because Trustee Prudy Brennan is willing and available to stay with them overnight. The G.S. will take full responsibility to sign waiver prior to the overnight. **Seconded, UA.**

Adjourn 8:15 p.m.

Submitted by



Martha Morgan, Secretary