

Ashby Library Board of Trustees
Meeting Minutes
Thursday December 15, 2011

Meeting convened 7:15

Present: John Mickola, Anne Manney, Michelle Thomas, Mary O’Friel, Martha Morgan,
Library Director Mary Murtland

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

In compliance with MBLC; received check for \$1,431.57 as first payment; second will come in June (same amount). Funds go into special line item called state aid for library only. Has been used as an emergency fund in the past.

Treasurer’s Report/ Scholarship Committee:

Received check from Marston Fund – not under Town finances; \$300 placed into Scholarship Fund.

No Treasurer/Scholarship Report.

Reminder to Board members – Conflict of Interest acknowledgement of receipt must be submitted to Town Clerk. Also must complete on-line survey about the same.

Library Director’s Report:

November not too far off from last year for circulation. November and December higher for people counter – more people into library for events.

Hosted Vol. Appreciation.
Closing December 24th.

Two Action Items:

- 1) No heat last Tuesday and a pipe was leaking. Young adult area soaked, walls soaked. Had been running for a while. Leak was from water coming from heating system. Turnoff near the heating system was loose; it was hand-tightened only. It has been tightened. Heat repaired; still trying to dry out room. Floor tiles need to be replaced.
- 2) Two oil tanks; one had been leaking. To empty it, furnace was run. Library was very cold on Tuesday. Furnace burned all the oil. Pump ran and pumped water through it.

Discussed changing furnace over to gas to make it more efficient. Could use grants, etc., payback would take approximately 6 years. No decision was made.

¹ U.A.: Unanimous Approval.

In future if someone wants to make a donation of a specific book, Director will request they purchase the book themselves. It is sometimes too difficult for her to find it herself.

MOTION to accept Director's Report. Seconded, UA.

Budget: Town Admin. Requests budgets in by tomorrow (12/16). Looks to lower the budget each year through technology and regionalization. Department Heads will meet November 30th to work on Town budgets from all departments.

Library can only take 10% budget and still stay certified. We are regionalized; provide access to 15 million items through regionalization.

Phone will always be the same: town phone system and elevator =two bills, about \$1,200.

Oil was approximately \$10K.

Otis Elevator price going up to approx. \$2,800

DDM Heating \$2,300 last year for maintenance of furnace system; would set at \$2K for next.

CWMARS about \$1,400 (we get a discount; actual cost is more).

Electric about \$8,400

Custodial \$1,500.

Actual expenses about \$24,000; book expenses must increase correspond to increase in actual expenses.

Requesting two student pages to be hired at \$8/hr. for 12 hrs/week (6 hrs. each).

Next meeting January 26th (4th Thursday).

8:30 pm Adjourn

Submitted by



Martha Morgan, Secretary