

Ashby Library Board of Trustees  
Meeting Minutes  
Thursday, May 26, 2011

Meeting convened 7:10 p.m.

Present: John Mickola, Doug Leab, Anne Manney, Michelle Thomas, Hanae Omsted, Martha Morgan, Dwight Horan (non-voting; not yet sworn in post election), Library Director Mary Murtland

Secretary's Report: MOTION to accept minutes from April 28<sup>th</sup> meeting. Seconded, U.A.<sup>1</sup>

Treasurer's Report/ Scholarship Committee:

Scholarship: The returns on the scholarship funds investments are not as bad as previously reported. Treasurer looked at quarterly report instead of end-of-year report. Returns are closer to \$4,000.

There are about 20 applicants for current scholarship round. Dwight has not yet gotten the class ranking; the amount of financial distribution depends on ranking.

Doug spoke with Town Accountant Nancy Haines about the scholarship donation policy: trust vs. general trust. If a donor specifies, a donation can be set up as its own trust. If it is a gift with no specification, it goes into the general fund. If a very large gift, it has its own trust.

MOTION was made and Seconded to place specifically named scholarships on the library website. UA.

Library Director's Report:

No big changes in circulation numbers from last year.

Mary M. has a goal to have three policies prepared for each Board Meeting for review and approval. Policies are labeled as draft until approved by the Board.

Confidentiality Policy – few changes from the previous one.

MOTION to approve Confidentiality Policy, Seconded, UA.

Policies will be placed in minutes each meeting.

Public Service Policy –

MOTION to approve Public Service Policy, Seconded, UA.

Suggestion Box Form – patrons must print out the form and mail it or drop it in a box.

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<sup>1</sup> U.A.: Unanimous Approval.

MOTION to approve Suggestion Box Form, Seconded, UA.

John M. has agreed to make a Suggestions drop box for the Suggestions Form.

Library Trustee orientation coming up, to be held at the Townsend library Thursday June 9<sup>th</sup> at 5:30 pm.

New shelving will be delivered on June 9<sup>th</sup>. Book ends need to come upstairs.

The Friends have requested to have a Puppet Theatre for play area use. Have an offer from Rich Foresman to donate time to construct the theatre. Mary M. is concerned that it needs to be put away for events. Injury could occur if the structure fell on a small child. Doug suggested that it would be a collapsible 2' high by 3' long structure; not very big.

MOTION to inform the Friends that Board is open to the idea but would like a bit more information. Request a sketch and a discussion of materials before approval. Motion Seconded, UA.

### Building Concerns

Third estimate for insulation is in. This estimate suggests a different kind of foam; more expensive "closed cell" foam insulation. The insulation is also more efficient – 4" sprayed in at a cost of \$12,000. There may be a bigger payoff with more heat savings.

MassSave does not do audits of public buildings. However, John spoke with local sustainability committee members (Jim Hubert and Bill Stanwood) who did an audit of the Town Hall. Their suggestion was to change the light bulbs at Town Hall to save money.

Mary has been receiving positive feedback on the staining from the public.

Stained glass over door has been taken out for repair. Frames on the windows also need painting.

Mary will call the high school for art displays from students for the summer.

Dwight was able to dispose of monitors at the transfer station for free.

Election of Officers: John Mickola, Chair  
Michelle Thomas, Vice Chair  
Doug Leab, Treasurer  
Martha Morgan, Secretary

8:50 pm Adjourn

Submitted by



Martha Morgan, Secretary