

Ashby Library Board of Trustees  
Meeting Minutes  
Thursday July 26, 2012

**Call to Order: 7:10 p.m.**

Present: John Mickola, Michelle Thomas, Doug Leab, Anne Manney, Martha Morgan, Dwight Horan, Tiffany Call, Library Director Mary Murtland

**Secretary's Report:** MOTION to accept minutes from May (no Quorum in June) meeting, Seconded, U.A.<sup>1</sup>

**Treasurer's Report/ Scholarship Committee:**

There were 28 applications received for this year's scholarships.

Treasurer reports there is \$3,000 available for scholarships this year.

**Library Director's Report:**

No written report from Director today. Very busy with Creature Teachers today, Fire Dept. requested that Mary remove batteries from freeze alarm (battery low alarm), and other things kept her busy.

Still trying to deal with Evergreen for circulation reports. There have been difficulties; other libraries are having the same problems. Hard to finalize the ARIS Report to the state regarding circulation.

What is good is that more books are going out of the library to other libraries. This means we can request books, and earn \$ if we fulfill more than we request. Problem is when books go out before Ashby patrons have had a chance to check them out. Mary is dealing with this for the books and especially the DVDs.

Bar codes on the front of books will have to be redone for some books as some of them were not placed in the proper location by well-meaning volunteers.

Mary said Wanda, the Town EMT, will do another CPR class in the fall. Mary will require that ten volunteers take the class, which will include the defibrillators.

Birds were in the chimney. In the process of removing them it was discovered that there is wiring inside the chimney. Building inspector was called. Need to cap off chimneys so they aren't used. One of them vents the furnace, so can only partially cap. John will ask Joe Colameta (who does work for the town) to permanently cap the one chimney, and partially cap the other.

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

Security cameras: MIAA grant for \$5,000 available. Best quote was for \$6,900. Mary will talk with that contractor to see if he can adjust the quote/ services to come closer to the grant amount. We would ask the town for the balance of what is not covered by the grant.

At the end of the fiscal year there was \$1,500 excess in the Director's line item than the Assistant's line item. John requested a Reserve Fund Transfer of the \$, which had to be done by July 15<sup>th</sup>. The Selectmen approved. However, the Finance Comm. did not meet, and the funds did not transfer and went into the general fund. Only a Special Town Meeting(STM) can get the funds back. Each year we get about \$3,200 in state aid to be used for book cases, etc. Those funds had to be used to cover the \$1,500.

Town Administrator did not want to put any other items in the STM other than what is needed for the schools.

Director's Evaluation: went over it. Director "Exceeds Expectations" in most categories; It is agreed she is doing a great job.

MOTION to accept Director's Evaluation: Seconded, U.A.

\$1,600 was spent to clean air filters for air conditioners. Lots of bird feathers.

Edwin Chapman Service Award: Some names floated about; will think about it and talk next meeting.

Next meeting August 23rd (4<sup>th</sup> Thursday). A few said they would be away that evening, including the secretary.

8:18 pm Adjourn

Submitted by

A handwritten signature in blue ink, appearing to read "Martha A. Morgan". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Martha Morgan, Secretary