

**Ashby Free Public Library
Trustees Meeting Minutes
Thursday, April 22, 2010**

Meeting convened at 7:10 pm

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

March 2010 Minutes: MOTION to Accept Minutes, seconded, U.A¹.

Budget Update:

Selectmen agreed to combine electricity, fuel, phone and expenses together as one line item, which gives Board more flexibility in how the money is spent.

There will be about \$900 left in the budget if there is another oil delivery of \$600 (by end of FY 2010 in June).

Selectmen agreed to a 2% raise to all employees without contracts. This amounts to \$700 for Director Mary Murtland, and \$250 for the assistants.

There are enough funds in the FY 2011 budget to hire a janitor.

Mary M. reminded everyone that when budget is increased (and it is by 2.5% currently), the book budget needs to be correspondingly increased. There was a 10% cut in last year’s budget, so the library budget is still not back to where it was in FY 2009.

John received a \$1,000 bid to clean the carpets; the fuel account can cover the cost.

Building Maintenance:

Furnace service contract: there was water all over the floor in the basement in the furnace room. There was no heat. Apparently the circulator pump broke, and the backup pump also was broken. John has tried many oil burner companies, but the system is very complicated, and work has not always been satisfactory. There is a need to get copies of the layout plans for the boiler system designed by Worcester County (oil burner company). We do not have their plans. John will contact them again to see if plans can be acquired. Wilson Bros. currently does the AC/Furnace cleaning twice a year at a cost of \$700 (\$350 each time).

Edwin Chapman Service Award Plaque

Plaque is now in hand with one person’s name on it. There is a desire to have a ceremony celebrating the service of the recipient.

MOTION: To hold the dedication ceremony for the Edwin Chapman Service Award on the first band concert (Wednesday) of the summer. Seconded, U.A.

Director’s Report:

¹ U.A.: Unanimous Approval.

No Director's Report this month.

Mary M. has been dealing with grant for defibrillators. There will be training sessions for using the defibrillators: Ashby Elementary: Wednesday, May 5th, 3:30 to 6:30p.m. There are eight empty slots for the class. Mary M. sent a press release to local papers regarding the opportunity to learn how to use the defibrillators.

The Central and Western Massachusetts Automated Resource Sharing (CWMARS) system says we are in the ballpark for what we should be using for minimum standards for computers. Dave is updating all the computers with newer ones refurbished from BAE. The best computers will go to staff; others to patrons.

Mary M. says she cannot keep working on doing grants on the job-it takes too much time out of her day. She needs more time, and cannot keep working on the grants at home. She would like to continue working to receive grants, however. One possible solution is for one of the Library Assistants to be paid so that Mary's time can be freed up.

New Business:

Next month there will be two new Board members and one re-elected Board member (Dave Jordan). Martha Morgan will read warrant article for the library at Town Meeting.

Mary O. was curious regarding how the dollar amount for the scholarships was derived for last year (2009). The amount was \$12,000. Town Accountant Nancy Haines informed scholarship committee that there was in fact not \$12,000 to be spent that year. Some of the principle in the funds may have been used. Mary O. feel it is our responsibility to resolve the issue. This year's scholarships totaled approximately \$6,000.

Action Item:

- Prudy will get the last 3 years of spreadsheets from past treasurer Mark Lapham to evaluate.

Mary O. also would like to see a final library budget before it goes on the warrant article for town meeting budget. She would like the Board to start the budget process earlier and let everyone know the timeline of the town finance planning. Perhaps start in November, and get it approved before it goes to the Selectmen.

Action Item:

- Board resolves to begin the budget process earlier (in November). Board recognizes that state budget issues are often not resolved at this point, so state funding available to towns is also not known. However, the Board can begin to look at library line item needs and start the timeline for the budget process. Board will be certain the final budget is approved before it goes to Selectmen. Board will also inform new members of the Board of the process.

Adjourn 8:47 p.m., UA.

Submitted by Martha Morgan, Secretary

