

**Ashby Free Public Library
Trustees Meeting Minutes
Thursday, May 27, 2010**

Meeting convened at 7:10 pm

Present: Prudy Brennan, Dwight Horan, Doug Leab, Anne Manney, John Mickola, Mary O’Friel, Michelle Thomas, Mary Murtland

April 22, 2010 Minutes: MOTION to Accept Minutes, seconded, U.A.¹.

Welcome and Orientation

John Mickola welcomed new Trustees Doug Leab and Anne Manney. He distributed the by-laws; referred them to the town hall for keys; and talked about adding them to the list of people to be called if the fire alarm goes off. Doug said he had gone to the town hall for keys but new front entrance keys will need to be made. Mary M. will give the contact information for the new Trustees to CWMARS so they will receive notices.

Election of Officers

MOTION to elect John Mickola as Chair, seconded, U.A.

MOTION to elect Michelle Thomas as Vice Chair, seconded, U.A.

MOTION to elect Doug Leab as Treasurer, seconded, U.A.

MOTION to elect Martha Morgan as Secretary, seconded, U.A.

Building Maintenance

Emergency Furnace Bills

John will present these two bills to the selectmen, to ask that the payment be made from reserve funds. DDM Heating and Air Conditioning is the new heating company; they seem more knowledgeable than the prior one. The service contract will be with them. It will cost \$700 which covers cleaning the boiler in the fall and air conditioning in the spring. It is more expensive because they have to charge prevailing wages to a municipality.

After the oil delivery of \$1,000, the balance in the fuel account is \$500. Since there is not enough in the maintenance account to pay for the electric bill, this balance will be transferred to maintenance.

¹ U.A.: Unanimous Approval.

Carpet Cleaning

There will not be enough funds in the maintenance line to cover this. The selectmen told John the town is willing to help with the carpet; John is in touch with Jennifer about this.

Cleaning

As of July the cleaner will be brought back.

Director's Evaluation

Michelle compiled the results; they were given to Mary M. for her to review.

Michelle also created an alternative job evaluation that reviews two areas of performance-- functions and skills (or competencies)--relevant to the position. It was based on the core functions in the job description. Michelle also researched other directors' reviews for additional ideas. There is an option to weight different areas of the job performance. The format of the review could be designed so that the bullet points could be defined on a separate page. Ultimately the evaluation could be completed on-line. Michelle will work with Mary M. to fine tune the job description and present it at the next meeting.

Director's Report

Mary M. reviewed the statistics and activities that she had sent via e-mail.

The summer reading program has been paid for by the Friends of the Library. Over 100 children signed up last year, up from 20 to 30 when Mary M. started.

CMRLS: The library sent out more items than was requested, mostly because of the circulation of DVDs; because of this the library earned \$55.

Books on CD: Mary M. chose a slightly more expensive company, because they insure the disks for one year if they are lost or damaged. After one year, they charge \$8 to replace a disk.

Proposal to Increase Hours: Mary M. e-mailed this proposal to the Trustees. She obtained statistics on library hours from a public library services report. Although the minimum number of hours a week a library must be open is 15, the majority of libraries exceed this. Mary M. proposed adding three hours to Tuesday evening and three hours to Thursday morning. This will provide more time for younger children and students being homeschooled to use the library, and the possibility of adding a second story hour as the current one is becoming full. Having the library open in the evening will allow for more community groups to use the building. The difference in the heating and electric costs is negligible; the biggest expense is salary. Two assistants could cover these hours, keeping the costs down.

Michelle will help Mary M. to develop two simple surveys using a free on-line service surveymonkey. The first survey will poll people about their desire for additional hours. The

second survey will ask what additional hours patrons would like to have the library open; it will include a question regarding their interest in using the building for meetings after hours.

Mary M. will develop a proposal of how many hours she could be freed up over the course of a year to work on grants; this cost would be added to the assistants' wages. She will include facts about what she has raised in recent grants, and the hours taken to develop and implement these grants.

Open Meeting Law Revisions

John attended a meeting to learn about the changes; they go into effect July 1, 2010. The complete agenda, time and location must be posted 48 hours in advance of the meeting, on a board in a location that can be seen 24 hours a day/7 days a week. All items to be discussed and all action items must be on the agenda. These requirements also apply to subcommittee meetings.

If there is a quorum outside of a regularly scheduled meeting, and the library is being discussed this is considered deliberation and therefore constitutes a meeting. This is prohibited.

A hard copy of the minutes must be available to the public. We already comply with this as the minutes are now sent to Lorraine as well as posted on the web site. A hard copy must also be filed at the library. The minutes must reflect substantive discussions of the meeting; we also comply with this.

Mary M. will give action items to John one week before the meeting so they can be included on the agenda.

Scholarships

Dwight collected about 12 applications. He will get the ranking from North Middlesex and then give the information regarding named scholarships to the High School.

The meeting was adjourned at 8:35pm. UA.

Submitted by Mary O'Friel

(Secretary Martha Morgan absent)