

**Ashby Free Public Library  
Trustees Meeting Minutes  
Thursday, August 26, 2010**

Meeting convened at 7:08 pm

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

**Director’s Report:**

Director’s Report submitted separately.

Circulation is down from last year, but the number of people in and out of the building is roughly the same.

88 enrolled in the Summer Reading Program, down from 100 last year. Kids did not do as well as last year. Great summer weather may have kept kids away-not looking for reading material in the nice weather.

Mary Murtland’s grant application did not advance to the next round for the Greater Lowell Community Foundation (GLCF) grant for \$5,000. Grant was titled “Art and History on Display at the AFPL.”

The Massachusetts Library System (MLS) replaces the Central Massachusetts Regional Library System (CMRLS). Everything now comes out of Boston now, not Worcester as before. It is much farther to travel, and Mary M. is less inclined to attend workshops, etc. There is no longer the “safety net” that was afforded by the CMRLS. Mary M. used to call for help on particular issues; now there are endless automated messages and long hold times. Same issue with on-line help-not easy.

**ACTION ITEM:** Twin City Community Development Corporation wants to use the Moulton Room for four nights in September for a Home Buyer Education Course. They would like to serve pizza. Our Policy for the Moulton Room, which has not been updated since 2001, says that “light refreshments” are allowed. There is a concern for the damages that might ensue from food/beverage spillage and the cost for cleanup. A liability waiver would need to be signed stating the user would pay for damages.

**MOTION** to allow Mary Murtland to develop wording updating Moulton Room Policy by adding wording about user’s liability for cleaning, if cleaning is necessary after use of the room. User would be required to sign a Liability Waiver. **Seconded, UA<sup>1</sup>.**

**MOTION to Accept Director’s report, seconded, UA.**

**MOTION to Accept July Minutes, seconded, UA.**

---

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

## Scholarship Committee Report

Doug Leab handed out a spreadsheet from Town Accountant with details about each account, their beginning balance earnings, ending balance earnings and transfers of earnings. Bottom line is that last year approximately \$5,600 was given out in scholarships last year, when there was closer to \$5,200 to give; over by about \$466.33. Doug will use the Accountant's spreadsheet and the one Prudy B. put together from the information last year to determine where we stand for this year.

## Staining Project:

The Ashby FPL FUND met earlier in the week. There was discussion of colors for the staining of the building. We will get four color choices and paint them on cedar shakes. Will leave them by the front desk for people to vote on the colors.

## Library Director Evaluation Procedure:

There is consensus that there needs to be a good job description before the evaluation. The Town's hired consultant is coming up with job descriptions for each of the town's employees. The current Library Director Job Description for the Town of Ashby is part of the Library Director Contract ('Exhibit A'); was passed out at the meeting. Mary M. has a concern that the consultants will not understand all that is involved in her job as a librarian of Ashby's small library. She would like the Board to develop their own job description.

**MOTION** to set up a Subcommittee to review the Library Director Job Description, and update it with Director Mary M's input to reflect her current responsibilities. **Seconded, UA.**

Mary O'Friel, Michelle Thomas and Martha Morgan will serve on the Subcommittee.

Suggestion for September's meeting: discussion of ERIS report; Chapman Award (16<sup>th</sup>?).

Adjourn 7:55 pm

Submitted by



Martha Morgan, Secretary