

Director's Report

May 19, 2015

Action items

- ☑ Discuss schedule changes
- ☑ Approve job descriptions, postings
- ☑ Approve source of Programs budget funding
- ☑ Budget update
- ☑ Approve internet use policy

Old business

- Collection development
 - Catherine's portion of the collection management project has concluded
 - She worked a total of 281 hours
 - Total cost (MLAA): \$7025
- Art & artifacts
 - Skinner has suggested that they are not our best option for appraisal of our collection. They do not have the expertise to deal in antiquities, and Martin paintings have not historically done well in auction for them.
 - Upon their recommendation, I contacted the Appraisers Association of America. Their closest affiliate appraiser is located in New York City. I will keep this recommendation, but do not feel that it is likely to be our only option.
 - Margaret contacted Stan Smith, a local collector (and husband of former library trustee, Melanie Gallo) with quite a bit of knowledge in this area. He examined the recently discovered art and artifacts, took pictures, and is contacting a number of experts with whom he has relationships. He is hopeful about the value of our collection, as well as his ability to connect us with the most appropriate professionals. He estimates that it will be a matter of months, however, before he has more information.
 - Col. Rice painting
 - I received a visit from the curator of the Forbush library's art collection. She wanted to understand the timeline that led up to our request for a transfer of ownership. I talked her through everything we know, and she informed me that never, in their library's 114 year history, has a gift to the library been donated elsewhere.
 - The painting is currently insured by the town. However, all town art is insured as one entity, essentially. Doug suggests that if we retain this painting, we investigate additional coverage, in light of its most recently appraised value (\$10,000 in 1989).
- Facilities
 - We had to shut off the boiler, as it was emitted an unpleasant odor and leaking water. Roy Brothers has addressed the problem and suggested that we need a new boiler. We will continue to work with Doug on the timing of this replacement, in keeping with the Green Energy Grant.
- Budget
 - Town budget was passed unanimously at May 5's town meeting. This provides for a new full-time position, as well as a raise for temporary employees from \$10/hr to \$11.50/hr.
 - As we begin to take money out of the Programs budget line, I need to know what specific line to charge these items to. We currently have an invoice for flyers that needs to be paid (\$324).

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- Current balances for additional fund sources are as follows:
 - State Aid: \$7,350.86
 - Rental Income: \$5,275.61
 - MLAA: \$22,884.00
 - Donations: \$3,917.09
- This month's budget spreadsheet is markedly more complicated than past spreadsheets. As we are approaching year's end, I have included the entire workbook in this month's packet.
 - Each budget line has its own page of the workbook
 - The "Allocation of Funds" page is the Trustee-approved operating expenses for the entire year
 - Please note not only April's summary page, but the final Year to Date (YTD) page, where the year's final expenses are forecasted
 - The final column predicts according to the Trustee-approved operating budget. The town accountant has raised concerns about this budget, however. She believes that if audited, it would appear that we were using MLAA funds to supplement non-wage lines of our budget, due to the Trustees' rearrangement of municipal appropriations. While this was clearly not the Trustees' intent, it is a concern that bears consideration.
- Strategic Planning
 - A summary of the second meeting of the Strategic Planning Committee is a separate document within director's materials
 - The community survey is underway and proceeding well. Surveys are available at the library, town hall, and Athol Savings, as well as online at <https://goo.gl/32TT0d>.

New business

- Scheduling
 - Maternity leave planning – director's schedule
 - I will make every effort to continue to work a 40-hour week as my pregnancy continues. The most effective way for me to do this, in trying to balance the needs of my health and the direction of the library, is to maintain an 8-hour day, 5 days a week. I have, therefore, been working the following hours as a baseline (traditionally, I have exceeded these hours to attend meetings, etc.):
 - Monday-Thursday: 9-5
 - Friday: 8-4
 - When I return, I propose that we continue this schedule until there's a demonstrated need for its adjustment.
 - If there are concerns about my current Friday schedule, I would like to propose the following as an alternative that has me scheduled at the library for one fewer closed hour:
 - Monday/Wednesday: 9-5³⁰
 - Tuesday/Thursday: 9-5
 - Friday: 9-4
 - Timesheets

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- The Town of Ashburnham personnel by-laws state:
 - “Exempt employees shall record absences of one half day or more from work only and then only to indicate the leave category to which the absence is charged.” (p. 84)
 - “Exempt employees shall not complete time sheets but shall allocate their hours worked each week by work/leave category.” (p. 92)
 - I have been recording hours with a fidelity of a half hour or so, and use pre-approved leave to fill in any gaps greater than 30 minutes. I do put actual times on my timesheet because that is what Doug does.
- Scheduling of hours, leave requests
 - My contract states, “The Director will execute the duties of the position and shall maintain a regular forty (40) hour work at the Library. Professional responsibilities outside the normal work day may require attendance at meetings, such as, the Annual Town Meeting, Special Town Meetings, etc. The Director must attend all meeting of the Board of Trustees.”
 - The town by-laws state, “All leaves other than holiday, sick or injury leave shall be requested and approved by the Town Administrator for Department heads and by Department Heads for employees that report to them, prior to the taking of leave” (96).
 - For our purposes, “Town Administrator” can be interpreted as “Board of Trustees.”
 - I will seek approval for future leaves of absence from the entire Board of Trustees whenever possible.
 - As soon as possible, with an ideal minimum of one month’s notice
 - If I need to request leave on an emergency basis, I suggest that I contact the chair for approval, and inform the rest of the board as soon as possible.
- Programming
 - April vacation statistics:
 - Rainbow shaving cream art (4/21/15): 20 children, 8 adults
 - Earth Day storytime (4/22/15): 6 children, 2 adults
 - Painting birdhouses (4/23/15): 40 children, 15 adults
 - Fern Gully movie (4/24/15): 3 children, 1 adult
 - Reflections from the Pacific Crest Trail (adult program):
 - 44 adults
- Upcoming meetings (director’s commitments)
 - Friends meet the second Wednesday of each month at 2:00
 - Tuesday, May 12: MLAA annual meeting (10a-12p), Gardner, MA
 - Wednesday, May 27: e-book training and MLS meeting (10a-1p), Whately, MA
 - Wednesday, June 17: ARIS workshop (10:30a-12:30p), Westminster, MA

Cash collection

- April 4 – May 1, 2015
 - To General Fund: \$102.80
 - Library Donations: \$17.05