



Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA. 01430  
(978)827-4115 Fax (978)827-4116  
ashlibrary@net1plus.com

## Summary of Trustees

September 12, 2011

Present: Paula Dowd, Joe vonDeck, Margaret Donovan, , Barbara Hallowell, and Cheryl Audino  
Cheryl Paul-Bradley.

Paula called the meeting to order.

Minutes of the June 6, 2011 meeting and Executive Session were read. A motion to approve the minutes was presented by. Barbara Seconded by .Margaret All were in favor.

### Directors Report –

Budget for FY 2011 had a balance of \$80.00 which was encumbered into state grant monies.

Budget for FY 2012 was on track with total expenditures at 13%.

Barbara asked what the total budget was. Cheryl B stated the total is \$149,256. The Energy and Utilities line item and the Repairs and Maintenance line item had been moved out of the Library budget into a General Town Account for Maintenance of all departments. Joe asked if the budget is the same one as voted in May. Cheryl B said yes.

### Chairman's Report

Paula stated that Arthur Peterson had spoken with her and would like to request a change in the meeting from the first Monday to the first Friday of each month; so he could stay on as a Trustee.

Discussion of the Trustees.

Margaret made a motion to change the meeting from the first Monday to the first Friday of each month.

Paula called for a vote: 1 for change, 3 against change, 1 abstained. Paula asked Cheryl to get a letter of resignation from Mr. Peterson. Cheryl B stated she would get the letter and give it to Paula as soon as she received it.

Paula stated she had asked her neighbor Kate Ramano to be a Trustee. Margaret stated she had thought of someone. Paula asked that no others be contacted because she had already approached and asked Mrs. Ramano. Joe stated that the Trustees should check and follow the correct procedure. Paula stated her and Barbara would talk to Linda Ramsdell (Town Clerk).

Paula asked about vision machine on ground floor? Cheryl B stated it was brand new and donated by a patron. Barbara asked if it was being used. Cheryl B stated that it was to be moved to the Reference Room and advertised as another service we offer. Paula stated give it a month and if not used get rid of it. Cheryl B. stated she would contact the donor first before getting rid of the machine. Barbara stated from now on when replacing equipment the company replacing the equipment must take our old equipment.

Paula asked about the ground floor activity room. Cheryl B. stated that the room was being cleaned out and that the pipe would be fixed by September 30<sup>th</sup>. Barbara stated she wanted all children activities in the Activity room and all adult activities to be in the community room. Paula stated that Cheryl B. have the room cleaned out and have all the repairs made and then have the room painted with a new floor. Cheryl stated that Trust Funds would need to be approved to complete some of those tasks requested for the activity room. Paula will take a vote when the repair prices are obtained. Barbara stated from now on would like any work or materials to be billed so checks can be written.

#### Treasurer's Report

Barbara stated Miss Whittemore check was deposited in account on 8/17/2001 in the amount of \$32,368.86 giving account balance of \$33,363.66. Debt card balance \$184.00. Barbara explained the debt card upon Cheryl A. request. Barbara made a motion to transfer \$1000.00 from Trust Fund account to Debt Card. Cheryl A. seconded. All in favor.

Paula stated wanted Library tax exempt number on account. Barbara stated she would call Deb at Edward Jones and have them both done. (Tax Exempt and Debt Card.)

Cheryl B. called Christina Sargent (Historical Commission) about the solar panel project for the Library. Christina would present it at the commission's next meeting. Joe stated at the historical commission's meeting, they were strongly against the panels. There was some confusion and Paula asked Joe to find out and have the opinion in writing. Barbara discussed what Stan from the Light Dept. has told her about the project.

Barbara made a motion to adjourn the meeting at 5:19. Joe seconded it. All in favor.



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## EXECUTIVE SESSION

### Summary of Trustees

September 12, 2011.

5:20 Paula made a motion to move to Executive Session. Seconded by Barbara. All in favor.

Present: Paula Dowd, Joe vonDeck, Margaret Donovan, , Barbara Hollowell, and Cheryl Audino  
Cheryl Paul-Bradley.

CherylB stated that the task assignments were going well but some employees needed more supervision than others.

Paula asked if rebarcoding was finished and if only volunteers could work on it. Will be glad when never have to hear about rebarcoding again. Cheryl B. stated that employees and volunteers need to work on project so that project will be finished by December 2011.

Paula asked what Melissa had been doing for tasks. Cheryl stated she had been rebarcoding, patron cards, and circulation desk.

Barbara asked how many full-time employees, Library subs, and volunteers. Also why wasn't a staff member in charge when Director is on vacation? Paula stated staff member is to be in charge when Director is on vacation. Barbara stated Melissa should be in charge when Director is on vacation because she is Assistant Director. Cheryl Stated Melissa is not the Assistant Director. The Library has only 3 employees and last time she was in charge, she could not handle the problems. She did not perform the duties of the Assistant and the position was unnecessary with 3 employees. When Melissa was in charge of an emergency, she became frustrated and it was too much for her to handle.(example radiator pipe in activity room in November and very needy patrons)



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Barbara asked who handles problem if employee fights dismissal.

Paula stated employee family could cause major problem and could become major issue.

Cheryl (director) stated town handles any employee dismissal problems and asked Paula how long you keep someone on payroll that is making a very good hourly rate and not doing their job.

Joe stated if director has authority than should be able to dismiss.

Barbara stated knowing your boss wants you out could wear a person down.

Paula stated very worried about repercussions.

Joe stated maybe Trustees could do something to solve problem.

Barbara stated maybe a third party would be a better solution.

Joe stated maybe a Librarian who knows what is expected to run a library might be a good person.

Cheryl (director) stated when staff member is watched always does the job. Felt it would be waste of time.

Paula stated the Trustees should get someone to come in to observe all staff, someone no one knows.

Margaret stated she would call Library Board of Commissioners to see if they can help with problem.

Joe stated when at Oakmont employee was given choice to resign or be fired, most resigned.

Barbara stated would not be part of this and wanted put on record with Town Administrator.

Paula stated let's see if we can get someone in library.

Margaret stated person could find fault with anyone of staff, volunteers, and director.

Barbara made motion to adjourn, Joe second and all were in favor

Meeting ended at 5:28 p.m.