



Stevens Memorial Library
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Summary of Stevens Memorial Trustees Meeting
December 3, 2013

Present: Paula Dowd, Margaret Donovan, Paula St. Laurent Kuehl, Debra Mercier, Mary Kate Romano, Joseph von Deck, And Cheryl Paul Bradley

Also in attendance Melaine Hyslop

Meeting stated at 4:15 P.M.

Paula Dowd called the meeting to order.

Meeting minutes of October 8, 2013 were accepted as amended. Joe made a motion to accept the amended minutes. Kate seconded the motion. All were in favor.

Meeting minutes of November 12, 2013 were accepted as amended. Joe made a motion to accept the amended minutes. Kate seconded the motion. All were in favor.

Paula Dowd stated that she was still waiting to hear from Tanya on the law about shredding documents. She was on vacation and Paula would follow-up.

Paula Dowd asked if all the Trustees had received a copy of Attorney Moschos letter which she had sent to them.

Only Deb had received it; therefore, Cheryl's request in her letter of August 22nd could not be discussed.

Paula Dowd stated that she had sent the letter before Thanksgiving so the trustees would have time to look it over for discussion at this meeting. She stated that she would call everyone in two days to make sure it had been received.

Paula Dowd stated that she had not yet received a copy of the Piano Museum lease from Doug Briggs. But Joe had a copy and would mail it to her.

Cheryl asked Joe if it was the new lease.

Joe stated that it was not. However, in the first paragraph of the last lease agreement it doesn't mention the Library as a designee to determine any terms of the leasing of the Stevens Building. It speaks of the Town of Ashburnham. Joe questioned what gave the trustees any authority regarding the lease.

Cheryl stated that the land and building had been given to the town for a library. When the Library moved from that building to its current building the heirs of Mr. Stevens estate put in writing that if the Stevens Building were to be sold or leased any monetary benefit would be given to the Library. Cheryl went on to state that this was the third lease and the Selectmen have always asked the Board what terms they would like to see in the lease.

Joe stated that because the Town, rather than the Board, owns the building, an agent for the Town can determine the lease.

Kate stated that it was her understanding that the Board could make a recommendation to the Selectmen but it would be the Selectmen's decision.

Cheryl stated that it had been past practice for them to request the Trustees' opinion.

Margaret stated that she understood that originally when the request was made to lease the Stevens Building as a Piano Museum, the Board of Selectmen had asked the Library Board of Trustees for their input. They had asked what the Trustees had wanted as conditions for leasing the Building. That is why the Trustees have always been involved with the process.

Joe stated that he would like to see the original Stevens bequest. This would tell the Board how the terms for the building were written.

Paula Dowd stated that the Board would have to look back in old minutes for that information.

Cheryl stated that she had a copy of the original bequest. She would have it for the next meeting. She continued that she wasn't sure if she had ever received a copy of the heirs' letter which was given to the Town.

Paula Dowd stated that perhaps Sylvia had a copy in the Selectmen's Piano Museum file.

Cheryl stated that the Attorney General had made the final ruling on the Stevens Building. What it could be used as and where the money went. Then the Attorney General had contacted the Trustees, Selectmen, and the estate of George Stevens. That had been when the heirs wrote to the Town.

Paula Dowd stated that she would email Doug Briggs tomorrow asking why Cheryl was sent FY15 budget information on November 26th, when all other Department Heads had received theirs on November 13th. She would also request that he forward a copy of the new Piano Museum lease to her.

Cheryl stated that in Doug's email of November 26th he had stated that she did not receive the budget information until then because Sylvia had been away. This did not explain why everyone else had received it on November 13th.

Paula Dowd asked for the Treasurers Report. She asked if there were checks that were going to be written tonight.

Margaret stated that Cheryl would be discussing that in her Director's report.

Paula Kuehl stated that the Trust Fund checkbook was off by \$0.28. She suspected that the interest had been added in twice. The last statement she had received was October 25th. She had called Edward Jones the day of this meeting and received by telephone the current balance (see attached report). No checks had been written since she received the checkbook. Paula continued that she had had a meeting on November 25th with the Town Auditor. He had had several questions she was unable to answer. One question had been about the Library debit card statement. She had not been aware that there was a debit card. After looking through paperwork she had found the debit card had been cancelled in July. Another question had been what the charitable tax I.D. number for the Trust Fund is. Is it the same as the Town's or does the Library have their own?

Cheryl stated that the Library has its own I.D. number.

Paula Kuehl stated that the Auditor wanted to know how much of the Trust Fund money was used every year.

Cheryl stated that the only Trust Fund used is the Ruth Whitermore money, which goes into the money market fund yearly. Past practice had been to use all that money in that year. The Library had not done that this past year.

Cheryl stated that she was not aware of the debit card being cancelled. She asked at what meeting it had been voted on to cancel the card. The Auditor would need that information.

Paula Dowd stated that the Board had voted to cancel the debit card. Those minutes would have to be looked up.

Paula Kuehl stated that she did not recall any vote since she had been on the Board.

Deb stated that if the card had been cancelled in July, the Board must have voted on it in June.

Margaret stated that there were no meeting minutes where the debit card had been cancelled.

Paula Dowd stated that the Board had discussed it. Kate and Deb agreed.

Margaret stated that it might have been discussed in March.

Paula Kuehl asked if the Library would be using the debit card in the future.

Paula Dowd stated that it would not and that that was something the Board had discussed. She explained that the Board had decided to use Trust Funds or Petty Cash for purchases.

Paula Kuehl asked why there were statements up to July, if the debit card had been cancelled in March. She said that she had seen, in the July statement, the money put back into the money market account.

Paula Dowd stated that that was when she had had a telephone conversation with Deb at Edward Jones. Deb had asked if Paula wanted her to transfer the money in the debit card account back into the money market account. Paula had said yes.

Margaret asked Paula Dowd to write a letter explaining how the debit card had been discussed and then cancelled in March to the Town Auditor. That way, there would be a written record. This letter would satisfy any questions.

Paula Dowd stated that she would write a letter to the Auditor.

Paula Kuehl asked where the debit card was.

Paula Dowd stated that there was no debit card. She had cut it up.

Paula Kuehl stated that other questions the Auditor had had were on protocol on writing checks and expenses, which she had gone over with him. She asked if anyone had any questions.

The Board had no questions.

Paula Dowd asked if there was any old business.

Margaret stated that at the last meeting she had forgotten to discuss a letter received from Ashburnham Hardware (see attached letter). It stated that they would no longer be sending bills. They wanted accounts to be paid at the end of each month. This was not possible for the Library since all bills were paid through the Town. She asked if the Trustees would vote to allow petty cash to be used by the custodian to purchase ice melt.

Paula Kuehl made a motion to allow the custodian to purchase ice melt using petty cash.
Deb seconded the motion. All were in favor.

Margaret stated that Louise Reid had asked if the Trustees would allow her to have a winter book sale in the Community Room. This sale would take place January 27th thru 31st and February 3rd thru 7th. She would set up Thursday, January 24th and have all books out of the Library by Monday, February 10th (see attached letter).

Deb made a motion to allow Louise Reid to hold a winter book sale in the Community Room.
Paula Dowd seconded the motion. All were in favor.

Margaret stated that on November 28th a patron had come into the Library to borrow the Museum of Fine Arts pass. This patron was upset to hear the pass had not yet been renewed. The patron would like the Board to strongly

consider renewing this pass (see patron's attached letter).

Margaret stated that she had told the patron that the Board would more than likely vote to renew this pass at their next meeting.

Cheryl gave her Director's Report.

The report started with finances. The budget was at 33%. She stated that the Library would be ordering oil that week. The tank was at half.

Paula Kuehl asked if the budget showed the Library has 70% left to use by end of FY14.

Kate asked about Repairs and Maintenance being in the negative.

Cheryl stated that the remaining 70% would be used by the end of FY14. As far as Repair and Maintenance being in the negative, some bills have been paid out of the wrong account. When she receives a detailed budget she will show the Trustees the bills. She felt that there would not be any issue because the Town uses a bottom line budget.

Cheryl continued that she had just received FY15 budget on November 26th, yet all other Departments had received theirs on November 13th. She stated that the Board would have to meet to approve the Library budget before she could submit it to the Town Administrator. The Town Administrator wanted all budgets in by December 11th. She was currently working on the budget. She asked if the Board could meet on December 10th for a short meeting to approve the budget. It would be greatly appreciated.

Kate asked if the meeting could be before 4:15 P.M.

Paula Dowd stated that the meeting would be on December 10th at 3:45 P.M. Whoever could make it that would be great.

Cheryl stated that there would not be many changes in this budget. She would do the agenda and bring it to Town Hall the following day.

Paula Dowd asked about computers for the staff.

Paula Kuehl stated that her husband had been looking and stated that a computer with windows 7 should cost between \$500.00 and \$700.00.

Cheryl stated that that was roughly what she had been told. Her prices were \$600.00 to \$800.00.

Paula Dowd asked if it would be better to get lap top computers.

Cheryl stated that hard drives suited the Library needs better, unless Paula knew someone who would give the Library a good deal.

Paula Dowd stated that she just knew lap tops were cheaper.

Paula Dowd asked how many computers would be needed.

Cheryl stated that four in all were needed: one for each staff member, herself and the Circulation Desk.

Margaret made a motion to have Cheryl get quotes on four new Administrator computers. The quote would be presented at the January Meeting.

Kate seconded the motion. All were in favor.

Cheryl stated that she had received two of the three written quotes the Board had requested for repairs to the handicap ramp. She asked the Board to vote on accepting one of the bids. Although the repairs could not be done

until spring, because of temperature, it would be helpful to have approval in place. When the temperature was right the work could be done.

Deb made a motion to accept the bid of \$900.00 to repair the handicap ramp.
Paula Kuehl seconded the motion. All were in favor.

Cheryl gave the Board statistics on usage of the Museum of Fine Arts pass, the Tower Hill pass, and the Worcester Art Museum pass.

Margaret made a motion that the Board use Trust Funds to renew the Museum of Fine Arts pass \$475.00, Tower Hill pass \$150.00, And Worcester Art Museum pass \$250.00 the total amount being \$875.00.
Kate seconded the motion. All were in favor.

Cheryl stated that she was waiting on one more quote for a magazine package. She asked to have this discussed at the January Meeting.

Deb asked if these packages were magazines the Board had discussed or if the companies just offered certain packages.

Cheryl stated that the companies she had contacted let you put together your own package.

Cheryl stated that one of the things the debit card had been used for was a Library Christmas Luncheon. This was held at Little Anthony's on a Wednesday, at 11:30 A.M. She usually closed the Library from 11:00 A.M. to 1:00 P.M. She would like the Board to approve the luncheon.

Paula Dowd stated that she was sure the restaurant would accept a check from the Library.

Paula Kuehl stated that she would contact Little Anthony's.

Kate suggested that the staff look at a menu in advance.

Paula Dowd made a motion that the Board use Trust Funds for the Library Christmas Luncheon.
Margaret seconded the motion. All were in favor.

Cheryl asked when the Board thought they would resolve her concerns written in her August 22nd letter.

Paula Dowd stated that it would be discussed at the January Meeting, which would be held January 7, 2014.

Margaret made a motion to adjourn the meeting.
Joe seconded the motion. All were in favor.

Meeting ended at 5:28 P.M.

Attachments: Treasurers Report
Louise Reid's Letter
Lynne Pinseault Letter
Director's Report