



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

LIBRARY TRUSTEE MEETING

October 7, 2014

4:00PM

Present: Paula Dowd, Chair, Ed Vitone, Margaret Donovan, Paula St Laurent-Kuehl, Maggie Whitney, Emily Donnelly and Mary Calandrella

Paula Dowd opened the meeting at 4:10pm

Paula Dowd welcomed Emily Donnelly to the library on behalf of all the trustees. Paula has heard good thing this first work week. Paula spoke on Maggie's Action list and how well it is working. She also spoke to the board with regards to Louis Reid and the upcoming book sale the week of October 20- 24, 2014. Paula asked if any of the trustees had any luck on seeking volunteers for the sale. Emily stated that she will speak to Cushing Academy and Paula Kuehl will ask St. Denis church. The old Xerox machine will not be removed by the former copier company. Emily will work on having it removed. Paula stated that the State Aid application was received and accepted and Ed will turn over all State aid paperwork to Emily. Emily and the board are still making revisions to the room rental policy and it will be discussed at the next meeting. Paula thanked Margaret for covering for her during her absence.

Paula Kuehl presented her treasurer's report to the board. As of Sept. 26, 2014 the Edward Jones account has \$ 292,840.08 and the checkbook was reconciled and the balance in money market account is \$ 92, 695.58. The Athol Savings bank account balance is \$ 848.09. Ed recommended to the trustees that the Athol Savings back account be closed out and monies handed into the town. They hope to be able to allocate some monies from that account to go to the Friends of the Library.

Margaret began her secretary report with the request to approve the June 16, 2014 meeting minutes.

Motion by Paula Kuehl to approve the June 16, 2014 meeting minutes, 2nd Ed Vitone, vote was unanimous (Maggie Whitney abstained because she was not a trustee at that time.)

Margaret past out the two letters of interest for the vacancy on the board of trustees. The two residents are Candace Wright and Tara Breton. The board will review both letters. Margaret notified the board that the library received a gift of a quilt from Jane Pender and it will be held in the preservation room. The trustees will send a thank you letter to Jane. Margaret read a letter dated Sept. 11, 2014 from Keith with regards to the subs pay of \$10 an hr and that rate has not

been increased in the past 10 years. The board of trustees will take the letter under advisement. Margaret spoke on a situation with a lost fee being paid and then the item was found by the patron. Emily and the board both agreed that library polices need to be look at an updates to cover situation like this. Margaret will call the patron and see if she wanted the monies returned. The board discussed the Museum of Fine Arts yearly passes renewal and feel that all passes should come out of the book fund and no vote is need. Emily will prepare the voucher for this item. There is an Ester Oliveria fund for single mothers that Margaret would like to apply to receive reading material on parenting for the library. Emily will speak to Noelle on this fund money. There was an elevator contract found and it expires in 2018 and it began in 1998. The board will review the current contract. There was a request from the former yoga instructor on possibly doing an additional class on Mondays. The board recommends that they first need to finalize the room rental fee prior to answering this request.

Motion by Maggie Whitney to approve the amended July 8, 2014 meeting minutes, 2nd Margaret Donovan, vote was 4- 1 abstain (Paula Kuehl abstained because she was unable to attend that meeting.)

After Margaret and Ed reviewed all checks Ed put together a spreadsheet with a complete breakdown. It will be send to Deb Phillips for her review.

Emily gave her Director's update. She mentioned to the trustee of an upcoming Mass Library Trustees meeting on November 1st. She stated that the carpets where cleaned on Sat and she is working with the software company for upgrades. Motion by Margaret to allow the purchase of Microsoft Pro and Abode Pro for the library, 2nd Maggie Whitney, vote was unanimous. Emily asked and was allow to attend two upcoming workshops. The board encourages such workshops/meetings. The board instructed Emily to check with Tanya on the mileage policy prior to her attending. Emily recommends that the library look into upgrading the outside drop box. Motion by Maggie Whitney to allow Emily to research the costs for an update movie/book drop off box, 2nd Paula Kuehl, vote was unanimous. Emily will also check into have the heating serviced by a HVAC company to fix the current problems on the different levels of the library.

Paula Dowd spoke on the trust funds being turned over to the town as stated in MGL. Ed first recommends that we have the memorandum draft by Deb Phillips be reviewed by the Mass Libraries in Boston. As they state to Ed that such an agreement should be in place prior to the transfer of any library funds. Ed will forward the memorandum off to Boston. The board and Emily will review both the room rental policy and the library polices prior to the next meeting. Maggie Whitney seeks to place the Action list on the website and the board agrees after some items need to be added to the list.

Motion by Paula Kuehl to place the Action Item list on the website once additions have been made, 2nd Ed Vitone, vote was unanimous.

The board began the nomination of **Officers** to be held from **10-7-2014 – July 2015**.

Chairperson – Ed Vitone nominated Margaret Donovan but she declined.

Chairperson – Motion by Margaret to nominate **Ed Vitone** to Chair position, 2nd Paula Kuehl, - Four votes in favor with Ed Vitone abstaining.

Vice Chairperson – Motion by Ed Vitone to nominate **Margaret Donovan** to Vice-Chairperson, 2nd Maggie Whitney. Four votes in favor with Margaret Donovan abstaining.

Secretary – Motion by Margaret Donovan to nominate **Maggie Whitney** as Secretary, 2nd Ed Vitone, vote was unanimous.

Treasurer- Motion by Ed to nominate **Paula Kuehl** as Treasurer, 2nd Margaret Donovan. Four votes in favor with Paula Kuehl abstaining.

Motion by Paula Kuehl to approve the September 16, 2014 meeting minutes, 2nd Ed Vitone, vote was unanimous.

Ed stated that the services of minute taking will no longer be needed from Mary Calandrella as the new secretary will take on the minutes.

Ed asked that Maggie prepare a letter of appreciation to Doug Briggs for all the work Mary Calandrella has performed for the board.

Motion by Maggie Whitney to adjourn at 7:14pm, 2nd by Ed Vitone, vote was unanimous.

Respectfully submitted by: *Mary Calandrella*