



Stevens Memorial Library  
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**ATTENDEES:** Chairman Ed Vitone, Vice Chairman Margaret Donovan, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

**ABSENT:** Paula St. Laurent Kuehl was absent due to sickness in the family.

**GUESTS:** No guests attended.

**PRESS:** No press attended.

**REFERENCE:** The Director’s Report is included as part of the minutes by reference.

#### **CALL TO ORDER**

- The meeting was called to order by Chairman Ed Vitone at 4:06 p.m.

#### **APPROVAL OF AGENDA**

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the agenda as presented and the vote was unanimous. It was noted that on the Agenda the minutes date should have read 2015 and not 2014.*

#### **APPROVAL OF MINUTES**

*A motion was made by Candace Wright and seconded by Margaret Donovan to accept the January 6, 2015 meeting minutes as presented. The vote was unanimous.*

#### **DIRECTOR’S REPORT – Budget Update**

Per Director Emily Donnelly the library expenditures are at 57.69% and is slightly below budget. The detailed breakdown of the budget is attached to this document and will also be available on the website under “Library Director’s Report.”

#### **DIRECTOR’S REPORT – Library Status**

- Director Emily Donnelly explained to the Trustees that weeding of juvenile fictions is complete and Catherine has begun working on adult fiction.
- She stated that she could use help from the Trustees to process books for boxing. The Trustees volunteered to help and Friday was the designated day for boxing books.
- She noted that since the acceptance rate at Better World Books is currently low she is currently looking at other options. Candace Wright suggested she contact Wendy LeBlanc who handles the ORHS Book Drive.
- The woodworking class was originally slated for 10 children but 13 children are interested. The cost is covered by the State Grant and the Whittemore Trust Fund.

- *A motion was made by Maggie Whitney and seconded by Margaret Donovan to amend the \$210 originally voted on December 2, 2014 to cover 10 children for the woodworking class to \$320 to cover 13 children and the vote was unanimous.*
- Director Emily Donnelly distributed the new Library business cards with the new image logo. The cost for the new, full color image logo was \$300 and the business cards were approximately \$69.
- Director Emily Donnelly stated that she is working out library filming details with Ashburnham-Westminster Cable Television (AWCATV) and Peggy Bennett has agreed to work with her.
- She noted that e-books for the library are in process.

The Director's Report is attached to this document and will also be available on the website under "Library Director's Report."

#### **OLD BUSINESS:**

The Library Circulation/Card Holder Eligibility Policy was discussed with one minor change. Candace Wright suggested that the 3<sup>rd</sup> paragraph be divided into two paragraphs.

*A motion was made by Candace Wright and seconded by Maggie Whitney to accept the Library Circulation/Card Holder Eligibility Policy with the one minor change and the vote was unanimous.*

#### **Hole in Chimney**

Chairman Ed Vitone explained that in the reason that the hole was made in the chimney was to install a metal flu liner. When the Library building is checked for pressure and air loss this will be checked. If a cover is needed, it will be discussed. He stated that currently this is not an issue.

Candace Wright explained to the Trustees that a comment was made about the safety of the 2<sup>nd</sup> floor. This could have been the result of new "Room Use Policy" change. The 2<sup>nd</sup> floor is fine and there is no safety concern.

#### **Correspondence – Secretary**

Secretary Maggie Whitney noted that there was no change to the "Action Item List." The trustees began with 149 action items and have completed 145 to date.

- She stated that she and Vice Chairman Margaret Donovan will complete the Library minute collection this month to comply with the "Open Meeting Law" - *Massachusetts General Laws – Chapter 66.*
- Minutes for 2011: All minutes are available. There were no meetings in July or August.
- Minutes for 2012: June 4<sup>th</sup> and December 3<sup>rd</sup> are missing. There were no meetings in March, July and August.
- Minutes for 2013: June agenda is missing; July 16<sup>th</sup> and July 27 minutes are missing.
- Minutes for 2014: All minutes up to April 9<sup>th</sup> are available; May agenda is missing; No minutes for May, June, July to present.

Vice Chairman Margaret Donovan informed Secretary Maggie Whitney that the “Director’s Reports began on September 13, 2013 to present. Those reports will also be available to comply with the “Open Meeting Law.”

### **TREASURER REPORT**

Although Treasurer Paula St. Laurent Kuehl was unable to attend the meeting, she called Director Emily Donnelly and asked her to report the monthly financial picture for February 3, 2015 which included Edward Jones, checks that cleared and incoming library cash transfers to Town Hall.

*A motion was made by Margaret Donovan and seconded by Maggie Whitney to accept the treasurer’s report as presented and the vote was unanimous.*

Chairman Ed Vitone stated that there may be no need to have incoming cash on the treasurer’s report since it is reported in the Director’s report. He stated that he would contact Treasurer Paula St. Laurent Kuehl to discuss this idea and leave the decision to her.

### **TRUSTEE CALENDAR**

#### **Approve Reports for Town’s Annual Report**

The Director’s Annual Report; Annual Report of the Trustees of Stevens Memorial Library and Library Trustee’s Treasurer’s Report were reviewed with minor changes made.

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the reports as amended and the vote was unanimous.*

#### **Submit special warrant articles to Town Administrator**

The Town Warrant opened on January 20, 2015 and closes on March 18, 2015.

#### **Removal of In-ground Oil Tank**

The Trustees discussed the importance of the in-ground oil tank located in the library. There is a need for

- Cost estimates for removal. (Margaret Donovan knows of a company and will forward the information
- add to Capital Planning.
- submit as a warrant article at the May 5, 2015 Annual Town Meeting
- have a company check for oil leaks (it is a 3,000 gallon tank)

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to submit a warrant article at the May 5, 2015 Annual Town meeting to remove the oil tank. The vote was unanimous.*

## **TOWN CAUCUS**

Town Caucus is Monday, February 23, 2015 at 7 p.m. at the Stevens Memorial Library in the Malcolm Stewart Room. There are two Trustee open seats: Candace Wright is currently appointed and will run for election to replace Joseph F. von Deck who resigned and Maggie Whitney is currently appointed and will run for election to replace Deb Mercier who resigned.

## **STRATEGIC WORKSHOP– AUBURN, MA**

Library Directory Emily Donnelly, Chairman Ed Vitone, Vice Chairman, Margaret Donovan; and Secretary Maggie Whitney will attend the Strategic Plan Workshop on February 4, 2015 at the Auburn, MA Library. A committee comprising of trustees, representatives from town government, schools, businesses, organizations and citizens must be formed. The process requires three (3) meetings, public input sessions and a community survey. The Strategic plan will also include the “Mission and Vision Statements.”

## **NEW BUSINESS**

### **Timing of Financial Reporting**

Chairman Ed Vitone suggested that the financial report be included in the monthly e-package. He also noted that the report would be for the previous month, i.e., March 2015 meeting the financial report would be for February 2015. He stated to the Trustees that he would contact Treasurer Paula St. Laurent Kuel to get her opinion but leave the final decision to her.

### **Gift Acceptance Policy**

The Trustees discussed the “Gift Acceptance Policy.” Chairman Ed Vitone stated that there is a need for an “Inventory” policy with the inventory reviewed by the Trustees on a yearly basis.

It was agreed by the Trustees that the following paragraph be added to the “Gift Acceptance Policy: “A record of all accepted gifts will be kept on file by the Director and reviewed by the Trustees annually.”

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the “Gift Acceptance Policy” as amended and the vote was unanimous.*

### **Cash Audit Policy & Procedure**

The Trustees reviewed the “Cash Audit Policy & Procedure” prepared by Chairman Ed Vitone. He stated that he will work with Treasurer Paula St. Laurent Kuehl.

*A motion was made by Candace Wright and seconded by Paula Dowd to accept the “Cash Audit Policy & Procedure policy as presented and the vote was unanimous.*

### **How should public contact trustees**

After a brief discussion, the following will occur to contact a Library Trustee:

- continue to have Trustee names listed on the Library & Town websites
- add the Trustees town email
- call the library and leave a message with the staff to contact that individual

**TRUST FUND UPDATE**

Chairman Ed Vitone gave a brief overview of the trust funds. The trust fund review is ongoing.

**ADJOURNMENT**

*A motion was made by Candace Wright and seconded by Paula Dowd to adjourn the meeting at 5:33 p.m. and the vote was unanimous.*

Respectively Submitted,

*Maggie Whitney*

Library Trustees Secretary