



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
stevensmemoriallibrary@gmail.com

ATTENDEES: Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

GUESTS: None

PRESS: None

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 4:02 p.m.

APPROVAL OF AGENDA

A motion was made by Candace Wright and seconded by Margaret Donovan to accept the agenda as presented and the vote was unanimous.

APPROVAL OF MINUTES

A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to accept the April 14, 2015 meeting minutes as presented and the vote was unanimous.

DIRECTOR’S REPORT – Budget Update

Director Emily Donnelly reviewed the Library operating budget with Town Accountant Tanya Gaylord. Although the library’s budget is a “bottom line budget” which allows money to be moved from line-to-line, the Town Accountant would prefer that the total of the compensation lines (staff wages, temporary wages and overtime) not to be changed from the municipal appropriation. Since the library receives an annual salary grant from the MLAA, the Accountant felt that this approach would be simpler to explain in an audit. The Director estimates that a transfer of \$2,500 will be required to balance this year’s budget (excluding the compensation lines which will be covered using MLAA grant funds). Funding sources for the transfer could be State Grants (current balance of ~\$7000), income from the rental of the Stevens Building (current balance of ~\$5000), or Donations (current balance of ~\$4,000).

Trustees had previously approved the use of MLAA funds for temp wages (\$5,500) and for Catherine Callegari to weed the collection (\$13,000), Of this total \$13,000 approved for transfer, only ~\$10,000 was expended, ~\$3,000 less than anticipated.

The Director is forecasting a negative balance of ~\$600 in the Book line item. An anonymous donor requested that their gift be spent on children’s material this year and the \$ negative balance will be covered by the gift. Candace Wright noted that we always seem to be asking the “Friends” and appreciated this donation to the library.

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to authorize up to \$2,500 from state aid and excess from the MLAA funds to increase salary & wages; temp wages and overtime for operating expenses estimated to be \$10,000. The vote was unanimous.

Candace Wright asked to have an extra column added in the Warrant pages of the budget showing the dates of each “Town Warrant.”

Catherine Callegari finished the weeding at a cost savings of \$500.

Skinner is not interested in appraising the library collection. Margaret Donovan contacted Stan Smith, a local collector, and has agreed to take on the task of appraising the items. He stated that it will be a few months before he reports back and that was acceptable by the Trustees.

Director Emily Donnelly met with the Forbush Library Curator and discussed the timeline of the Col. Rice painting. A letter will be received from the Forbush Library to ask for the painting to be returned. When the letter is received, the Rice family will be notified of the change.

(From April 14, 2015 minutes: The painting of Colonel Rice has been on loan to the Stevens Memorial Library since December 1997 and the 10-year loan agreement has expired. It was decided that a letter be sent to the Forbush Memorial Library c/o Westminster Library Trustees to request the painting of Colonel Rice be donated to Stevens Memorial Library. If this is not feasible, then the painting should be returned to Forbush Memorial Library. Director Emily Donnelly will contact the library to inquire about the donation.)

The cost of the “Summer Program” flyers done by expressive Print and Promotion located in Ashburnham was \$324 and will be paid by the Whittemore Trust Fund within the \$5000 previously approved transfer. Previously the flyers were done in house. The Trustees agreed that the decision to print flyers in house or outside is at the discretion of the director.

(From April 14, 2015 minutes: A motion was made by Margaret Donovan and seconded by Ed Vitone to approve \$3,443.28 for the “Summer Reading” Program using the budget programs line item of \$5,000 and the vote was unanimous.)

(From the December 4, 2014 minutes:

December 4, 2014- Mr. Elisha W. Erb- 444 Main Street- P. O. Box 7615 - Fitchburg, MA 01420-0024

Subject: Ruth B. Whittemore Charitable Trust- Attachment: Memorandum of Understanding dated November 17, 2014

Dear Attorney Erb:

Nice speaking to you today. As we discussed, the Board of Trustees of Ashburnham’s Stevens Memorial Library has been working diligently with Ashburnham’s Board of Selectmen and the Massachusetts Board of Library Commissioners to improve the robustness of the Library’s financial processes. Since the vast majority of the Library’s expenses are paid via the Town’s invoice payment system, it seemed reasonable to leverage that system to pay expenses from the proceeds of the subject trust. The Trustees and the Selectmen have signed a Memorandum of Understanding (MOU) agreeing to place certain Library funds with the Town, proceeds from the subject trust among them. The funds will be used for the beneficial interests of the Library under the sole control of the Trustees. As long and the MOU remains in effect, beginning in calendar year 2015 and beyond, please transmit the proceeds from the subject trust to the Town of Ashburnham for the Benefit of the Stevens Memorial Library – Whittemore Trust.

The check should be mailed to: Treasurer - Town of Ashburnham - Town Hall - 32 Main Street - Ashburnham, MA 01430. It is the responsibility of the Town Treasurer to notify your office of any changes to the mailing instructions.)

Per Roy Brothers, a new boiler is needed for the library. Director Emily Donnelly will continue to work with Town Administrator Doug Briggs on the timing of the replacement in keeping with the Green Energy Grant.

The Trustees and Director Emily Donnelly discussed her work schedule. Margaret Donovan provided a library handout entitled “Survey of who sets Directors hours and hours worked” covering nine area towns. (Attached to the minutes.) After the lengthy discussion, the Trustees and Director Emily Donnelly agreed on a schedule.

A motion was made by Maggie Whitney and seconded by Candace Wright to have Director Emily Donnelly work the core hours listed below so that it is healthy for her and best for her child. The vote was unanimous.

- ***Monday & Wednesday: 9:00 a.m. to 5:30 p.m.***
- ***Tuesday & Thursday: 9:00 a.m. to 5:00 p.m.***
- ***Friday: 9:00 a.m. to 4:00 p.m.***

Director Emily Donnelly will keep the same work schedule when she returns from her maternity leave and make changes when necessary. Candace Wright noted that the Director needs to be visible at the Library programs. In deference to her pregnancy, when the director is required to stay later hours, she may come to work later in the morning or take a break during the day to accommodate the change in hours but should keep the Chairman apprised of such changes.

The Director’s time sheets will be filled out the same as Town Administrator Doug Briggs. Paula St. Laurent Kuehl stated that this provides transparency and Ed Vitone stated that this makes it consistent. Director Emily Donnelly noted that she will give the Trustees a month notice when she requests time off. For an unexpected time off request she will contact Chairman Ed Vitone and also send an email to the Trustees.

A motion was made by Paula St. Laurent Kuehl and seconded by Margaret Donovan to authorize the Trustee Chairman to approve absences not approved previously by the Board and the vote was unanimous.

Candace Wright asked Director Emily Donnelly if there was a formal “Leave Request” form and she stated there is a form available.

April Vacation Program was well attended. The breakdown is noted in the Director’s Report. Director Emily Donnelly noted that “Programs” will be one of the new library’s hire job responsibilities. There were 44 attendees for the adult program “Reflection from the Pacific Crest Trail.”

At the April 14, 2015 meeting, the Library Trustees wished to improve access to the library by making Memorial Drive a two-way street. Ed met with Town Administrator Doug Briggs, the

Police, Fire and DPW department heads to discuss the change. It was decided that the change would present a safety concern if Route 12 to 20 Memorial Drive was returned to two-way traffic. The Trustees have withdrawn their request.

Chairman Ed Vitone suggested that the reading program be funded from a non-interest generating account, such as state aid, Stevens building rental income, etc., rather than from the Whittemore Fund. Margaret Donovan suggested the money be used from the Whittemore Fund to insure the available funds are used otherwise the money would possibly be less if the funds were not used. It was decided to use funds from the Whittemore Trust, as previously approved by the Board.

STRATEGIC PLANNING:

Director Emily Donnelly gave the Trustees a two-page handout listing the committee's brainstorming 2nd session results. The group focused on three areas that the library should prioritize: make the library more welcoming; expand the library's role in education and improve communication and community connection.

- The Goal: "The Stevens Memorial Library will be the information gateway of our community for reading and research, access to technology and programs for all that meet the 21st Century needs of our town."
- One suggestion was that the library develops a centralized calendar of all activities in the Town.
- To date 140 surveys have been received. Returns in hard copy and on-line responses were equally split.
- Paula St. Laurent Kuehl stated that it is great to be part of this committee and facilitator Jeff Lawrence is doing a great job.

OLD BUSINESS:

CORRESPONDENCE – SECRETARY: There was no secretary's report.

TREASURER'S REPORT

Treasurer Paula St. Laurent Kuehl gave the Trustees a copy of the monthly detailed treasurer's report and the Edward Jones monthly balance.

Paula and Ed met with Edward Jones Ken Hang and noted that the meeting was successful. Ken Hang suggested changes in the portfolio.

A motion was made by Candace Wright and seconded by Paula St. Laurent Kuehl to take a range of 10% to 20% of the value of the portfolio and invest in bonds as suggested by the advisor and the vote was unanimous.

A motion was made by Candace Wright and seconded by Margaret Donovan to accept the treasurer's report as read and the vote was unanimous.

INTERIM & NEW EMPLOYEE JOB DESCRIPTIONS:

The trustees reviewed the two job descriptions and made minor changes on the wording. The new library position will be 35 hours. Library Assistant Jan Peterson will assume the remaining 4 hours increasing her hours to 32 hours a week. Director Emily Donnelly will meet with Keith Penniman noting that he could apply for the new position. It would be his decision.

TRUSTEE CALENDAR

Director Emily Donnelly's appraisal review is due. A sub-committee was formed with Chairman Ed Vitone, Vice Chairman Margaret Donovan and one at large member. Ed asked the Trustees if they were interested in serving on the committee and Candace Wright volunteered. The committee will meet to format a process and present the findings at the June 16, 2015 Trustee meeting.

NEW BUSINESS

- The Library Finance Committee will meet and report back to the Trustees at their June 16, 2015 meeting.
- Ed will draft an "Investment Policy" to review at the June 16, 2015 meeting.
- Director Emily Donnelly amended the "Meeting Room Policy" and the change was reviewed by the Trustees.

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to amend the "Meeting Room Policy" as follows: "Programs sponsored by the library may, with prior approval of the Director or Board of Trustees, sell items directly pertaining to the program (for example, authors offering their book for sale or musicians their album)" and the vote was unanimous.

A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to allow 10% of the sale of the program item to be given to the Friends and the motion was unanimous.

Director Emily Donnelly reviewed the "Internet Use Policy" with the Trustees and minor changes were made to the document.

A motion was made by Candace Wright and seconded by Margaret Donovan to accept the policy as amended and the vote was unanimous.

Margaret Donovan gave a brief status update of the elevator chair lift -- still waiting for an update from the State on the Library fine of \$20,000. The Director has a call into the State to get updated information on the fine.

ADJOURNMENT

A motion was made by Maggie Whitney and seconded by Margaret Donovan to adjourn the meeting at 6:28 p.m. and the vote was unanimous.

Respectively Submitted,
Maggie Whitney (Electronic Signature)
Library Trustees Secretary