

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Steward Room
November 17, 2015
4:00 pm.



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

ATTENDEES:

Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent – Kuehl, Secretary Maggie Whitney, Candace Wright, Paula Dowd, Library Director Emily Donnelly and the “Friends” Representative Rosemarie Meissner.

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 4:00 p.m.

APPROVAL OF AGENDA:

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

PUBLIC INPUT (5 MINUTES): There was no public input.

APPROVAL OF MINUTES:

A motion was made by Paula St. Laurent - Kuehl and seconded by Margaret Donovan to accept the October 21, 2015 meeting minutes as presented and the vote was unanimous. (The missing “e” in “Attendees” was corrected as well.)

DIRECTOR’S REPORT:

OLD BUSINESS:

Past Programs:

- Thursday Story Time: average 8 children
- Saturday Story Time: average 3 children
- Monday, Nov 2 – 6:30 p.m.: Julie Calamine ukulele workshop (adult/teen): 4 attended, but interest before the event was very high.
- Saturday, Nov 14 – 10:30 a.m. Debbie O’Carroll Library Magic show (instead of story time): 9 attended.
- Monday, Nov 16 – 6:30 p.m.: Galapagos with Jeff Lawrence (adult/teen): 18 attended.

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PROGRAMMING PUBLICITY:

Newsletter – To sign up for the newsletter and to provide confidentiality, each person provides their email on a small slip of paper and places it in non-see-through jar. Not many have signed up but Director Emily Donnelly noted that this should change with the implementation of Central/Western Massachusetts Automated Resource Sharing (C/W MARS).

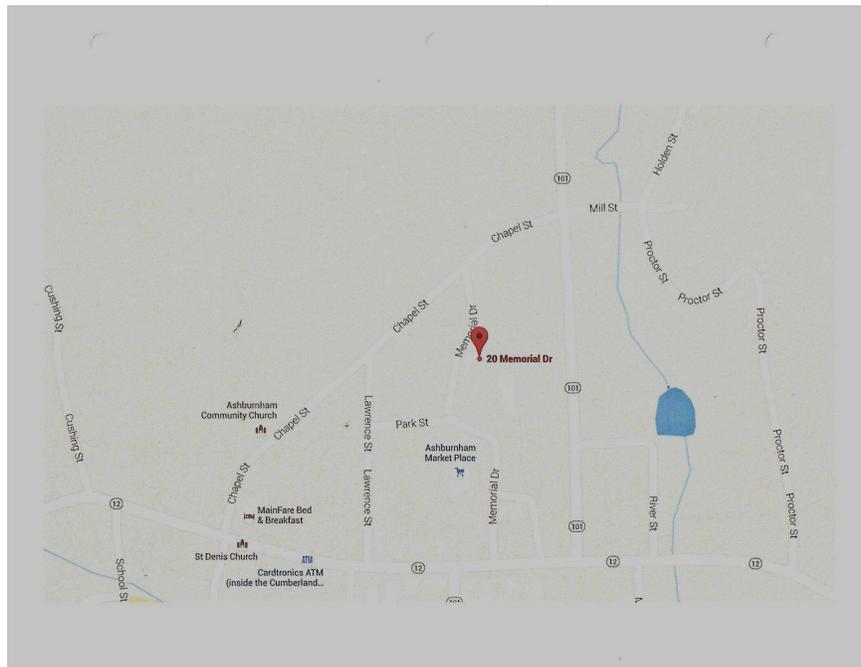
**FACILITIES:
LIBRARY SIGNAGE**

Library Director Emily Donnelly spoke with Town Administrator Doug Briggs and he stated to contact the DPW Administrative Clerk Mary Calandrella for her to order the signs.



After a lengthy discussion on how many signs to order and sign placement, the following was decided by the Library Trustees:

- Route 101 and Route 12
- Route 101 and Chapel Street
- End of Memorial Drive & Chapel Street (Double sided sign)
- At the base of Chapel Street and Route 12
- The Ashburnham Market, Town Hall area driving to the library



LIBRARY SIGNAGE (CONTINUED):

Many signs could possibly be double sided depending on the placement.

In the spring, the Library Trustees will decide on a permanent granite style sign that will be placed on the lawn on the Chapel Street end of Memorial Drive. Also, check the height and possibly have a solar cell on the sign for lighting.

It was also noted that maybe in the future there would be a long range plan to widen the road to the Library entrance.

It was suggested that the directions to the Library be placed on the Town and Library website.

LANDSCAPING:

It was noted that in previous years the DPW cut down the trees near the chain link fence. The Library Trustees have only the custody of the Library Building.

Candace Wright noted that she would like to see a tree at the corner of the playground that is located near the Library. Chairman Ed Vitone stated he heard a rumor to move the playground to another location on the current grounds but no concrete plans as yet.

Paula St. Laurent – Kuehl asked if anyone had spoken to Bonnie Caouette about the tree cutting noting that her home is adjacent to the Library land. This would be a “Good Neighbor” policy. Since this will not happen until spring, someone will contact her then.

Library Director Emily Donnelly noted that she received a quote/proposal of \$7,500 from Earthworks for grading the Library area. Chairman Ed Vitone suggested that she contact them to ask the price of removing the old handicap ramp. The ramp could be replaced with an aluminum ramp that would allow the water from the roof to flow freely away from the building.

HOLIDAY BREAKFAST:

December 10th at 8:00 a.m. at Ashby Café. Thank you to Candace Wright for making the reservation with extra people possible.

NEW BUSINESS:

UPCOMING PROGRAMMING:

FALL PROGRAMS:

- Monday, November 30 at 6:15 p.m. Book club (adults)
- Monday, December 7 at 6:30 p.m. Donna Decker (adult/teen)

UPCOMING OUT OF OFFICE MEETINGS:

None to date

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WHITTEMORE ACCOUNT:

Of the \$2,100 transferred in the fall from the Whittemore account (\$1,100 for audit; \$1,000 for float expenses), \$376.77 remains. Paula St. Laurent- Kuehl turned in the last expense and there are no more pending reimbursements for the float/parade. Library Director Emily Donnelly will notify Town Account Tanya Gaylord to return the remaining money back to the Whittemore account.

TEMPORARY WAGES:

Per Library Director Emily Donnelly, the Library Trustees originally approved MLAA supplementation of \$3,000 and \$3,031.38 was spent. In unanticipated subs were required due to Catherine's limited hours, Library Director Emily Donnelly asked the Trustees to approve an additional \$1,131.38 to cover the current overage plus an additional 100 hours as a safety net which is about 14 hours a month.

After a brief discussion, the Trustees decided not to add the additional money but instead wait until the end of the budget year. If there is an overrun it would be decided at the time which account will be used. ***No motion was needed.***

CENTRAL/WESTERN MASSACHUSETTS AUTOMATED RESOURCE SHARING (C/W MARS):

Library Director Emily Donnelly stated that Guardian is working with the Library as how to manage the networking. This might require engineering services outside the scope of their agreement with the town and she will keep the Trustees in the loop, especially if it means exceeding the \$5,000 current budget for the transition. \$1,427.87 has been spent to date.

250TH BUNTING ON THE LIBRARY:

Library Director Emily Donnelly informed the Trustees that the Fire department hopes to remove bunting this week.

BUDGET:

See budget spreadsheets below.

CASH COLLECTION – FY16

	General Fund	Donations
Jul 6-Aug 7	\$135.10	\$60.85
Aug 8 – Sept 4	\$105.59	\$10.86
Sept 5 – Oct 3	89.35	24.80
Oct 4 – Nov 7	101.85	5.50
YTD	\$431.89	\$102.01

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STEVENS MEMORIAL LIBRARY – FISCAL YEAR 2016

Stevens Memorial Library - Fiscal Year 2016										
		Municipal Appropriation	Capital Plan	State Grants	Whittemore	Trust Funds	Stevens Rental	MLAA	Donations Memorial	Grand Total
Funds	Prior Year Carrover		\$1,140	\$5,423	\$65,566	\$210,132	\$6,023	\$10,705	\$3,917	\$301,610
	Current Year Funds (Est)		\$0	\$7,500	\$41,306	\$5,000	\$3,600	\$7,500	\$1,500	\$66,406
	Forecasted Expenses		\$1,140	\$7,500	\$10,125	\$0	\$0	\$10,000	\$0	\$28,765
	Forecasted YE Balance		\$0	\$5,423	\$95,602	\$215,132	\$9,472	\$8,205	\$5,417	\$339,251
16610 51100	Salaries & Wages	\$ 139,283						\$ 7,000		\$ 146,283
16610 51200	Wages - Temporary	\$ 2,300						\$ 3,000		\$ 5,300
16610 51300	Wages - Overtime	\$ -								\$ -
16610 52400	Repairs & Maintenance	\$ 12,403								\$ 12,403
16610 53000	Prof & Tech Svcs	\$ 6,159								\$ 6,159
16610 53400	Communications	\$ 725								\$ 725
16610 54200	Supplies	\$ 2,923								\$ 2,923
16610 55800	Books	\$ 38,656								\$ 38,656
16610 57100	Prof Devel & Travel	\$ 1,000								\$ 1,000
	Programs			\$ 7,500	\$ 3,025					\$ 10,525
Other										
	Total	\$ 203,449	\$ -	\$ 7,500	\$ 3,025		\$ -	\$ 10,000	\$ -	\$ 223,974
Capital Plan	<i>[Proposed project TBD]</i>		\$1,140							\$1,140
Other	C/W MARS				\$5,000					\$5,000
	Audit				\$1,100					\$1,100
	250th float				\$1,000					\$1,000
	<i>[security cameras/system]</i>									\$0
	Total		\$1,140	\$0	\$7,100		\$0	\$0	\$0	\$8,240
	Total Budget		\$1,140	\$7,500	\$10,125		\$0	\$10,000	\$0	\$ 252,739
	Town Appropriation	\$ 203,449								

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MONTHLY EXPENSE SUMMARY

Monthly Expense Summary							
	Municipal Appropriation	Spent in September	Spent in October	YTD	YTD Remaining	YTD % Expended	Notes
Salaries & Wages	\$139,283.00	\$9,480.40	\$14,924.57	\$42,855.10	\$96,427.90	31%	Using MLAA to supplement regular wages by \$7,000; temp wages by \$3,000
Wages - Temporary	\$2,300.00	\$1,593.38	\$2,988.00	\$4,856.38	(\$2,556.38)	-211%	
Wages - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	
	\$141,583.00	\$11,073.78		\$47,711.48	\$93,871.52	-180%	
Repairs & Maintenance	\$12,403.00	\$0.00	\$2,722.21	\$2,722.21	\$9,680.79	22%	
Prof Tech Svcs	\$6,159.00	\$519.00	\$210.00	\$2,151.06	\$4,007.94	35%	
Communications	\$725.00	\$0.00	\$58.00	\$64.02	\$660.98	9%	
Supplies	\$3,750.00	\$422.00	\$635.21	\$1,818.52	\$1,931.48	49%	
Prof Devel & Travel	\$1,000.00	\$9.00	\$9.20	\$415.38	\$584.62	41%	
	\$24,037.00	\$950.00	\$3,634.62	\$7,171.19	\$16,865.81	31%	
Books	\$38,656.00	\$1,686.00	\$1,776.04	\$8,774.36	\$29,881.64	23%	
Total	\$203,449.00	\$13,709.78	\$5,410.66	\$63,657.03	\$140,618.97	31%	
Accurate through warrant:	16-09						
	(31.3% through the year)						
	Approved	September	October	YTD	Remaining		
Capital Plan	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00		
State Grants	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00		
Whittemore	\$10,125.00	\$86.31	\$0.00	\$4,748.23	\$5,376.77		
Mutual Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Stevens Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
MLAA	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00		
Donations/Memorial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

ELEVATOR FINE:

As noted previously, a letter was received from the state stating that the elevator fine of \$20,000 was cut to \$10,000 and the library has the option to appeal the decreased fine. An appeal letter was sent and Chairman Ed Vitone and Library Director Emily Donnelly will meet with the state on November 24, 2015 at 4:30 p.m. in Milford, MA to discuss the appeal and hopefully with a positive outcome for the Library. Chairman Ed Vitone asked Library Director Emily Donnelly to compile a budget analysis for the meeting.

GREEN ENERGY UPDATE:

Chairman Ed Vitone informed the Library Trustees that he and the Green Energy Chairman Mark Carlisle spent two hours in the Library attic assessing the situation.

- Two of the four gable ends of the Library building are studded but no insulation.
- The two bricked gable ends are not insulated and neither are the short bricked knee-walls.
- The library uses 6,000 gallons of oil per year compared to 2,500 gallons used by the Town Hall.
- Because the Fire Suppression is in the attic, the attic must be kept warm.
- Writing a spec to insulate the attic and then seek quotes from interested parties.
- Asked Charles Theriault to evaluate the type of bricks used in the library because hard bricks are less susceptible to damage if insulated.
- Will contact Building Sciences located in Westford, MA to review situation as well.
- The Town Grant is for \$150,000 with most being consumed by the Library.
- If the library converted to a split A/C system the change could also benefit the Ashburnham Municipal Light Plant.
- Still reviewing the size of boiler and with consideration of two half sized boilers.
- Hope to define heating system by December 2015. *(If the patch to the current boiler fails, the Library will have to shift to emergency mode to replace the current heating system.)*
- Insulate the Library attic.
- Install new lights throughout the Library.
- Eliminate the electric hot water heater and add instant electric heaters in each bathrooms.
- Custodian Bonnie Caouette is compiling the measurements on the amount of water that is wasted by waiting for hot water to reach each sink
- Need weather stripping.
- All the above needs are within the grant scope.

CASH “TURNOVER” POLICY FOR THE “FRIENDS”:

Library Director Emily Donnelly will add this policy to the other policies that need to be created and approved. The full list and schedule of reviews will be discussed at the December meeting, with the first review beginning in January 2016 and continuing each month thereafter..

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CORRESPONDENCE - SECRETARY’S REPORT:

“FRIENDS” MEETING:

Margaret Donovan and Maggie Whitney attended the October 21, 2015 “Friends” meeting as the representatives for the Library Trustees. They gave a brief overview and the “Friends” agenda, minutes and treasurer report is part of the Trustees monthly e-package. Secretary Maggie Whitney has also compiled a “Friends” three-ring notebook with the above mentioned information that resides at the Library.

“Friends” President Melanie Hyslop in an email noted that in a “Friends” 2001 Newsletter, it appeared that the “Friends” paid for the refinishing of the hardwood floors in the Malcolm Stewart Room in June of that year. She was unable to locate the cost.

“FRIENDS” SHARING WITH “FRIENDS” SEMINAR - November 14, 2015:

“Friends” Representative Rosemarie Meissner and Library Trustee Maggie Whitney stated that the program was excellent and learned many ideas from “Friends” organizations from other communities. Guest speaker was Michael Greenwood, PhD, professor of management and entrepreneurship at Fitchburg State University. A copy of the program handout is available in the “Friends” three-ring notebook. The event was sponsored by the Massachusetts Friends of Libraries and the Massachusetts Board of Library Commissioners.

TREASURERS REPORT - NOVEMBER 17, 2015

Edward Jones Mutual Funds

DATE	DETAIL	VALUE CHANGE	BALANCE
12/31/2014	Ending Balance		\$203,664.45
1/31/2015	Ending Balance	\$ (3,371.56)	\$200,292.89
2/27/2015	Ending Balance	9516.59	\$209,809.48
3/27/2015	Ending Balance	-3457.8	\$206,351.68
4/24/2015	Ending Balance	6508.72	\$212,860.40
5/29/2015	Ending Balance	-1,999.50	\$210,860.90
6/26/2015	Ending Balance	-724.84	\$210,136.06
7/31/2015	Ending Balance	249.64	\$210,385.70
8/28/2015	Ending Balance	-9490.05	\$200,895.65
9/25/2015	Ending Balance	-5,775.61	\$195,120.04
10/30/2015	Ending Balance	13,103.27	\$208,223.31

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Whittemore Trust Account

DATE	DETAIL	ADDITIONS	INTEREST	TRANSFER	BALANCE
11/25/2014	Transfer to Town Accounts Ck 1968	\$ 91,000.00			\$ 91,000.00
12/15/2014	Transfer to Town Accounts Ck 1969	\$ 73.40			\$ 91,073.40
	Olivari Electric			\$ (2,247.90)	\$ 88,825.50
	Guardian - New computers			\$ 13,336.00)	\$ 75,489.50
	Gaylord - Book drop			\$ (2,520.35)	\$ 72,969.15
	Misc Warrants			\$ (4,000.00)	\$ 68,969.15
12/31/2014	Month Ending		\$ 199.77		\$ 69,168.92
1/31/2015	Month Ending		\$ 74.74		\$ 69,243.66
2/28/2015	Month Ending		\$ 37.54		\$ 69,281.20
3/31/2015	Month Ending		\$ 125.11		\$ 69,406.31
	Misc Warrants			\$ (4,901.96)	\$ 64,504.35
4/30/2015	Month Ending		\$ 582.07		\$ 65,086.42
	Misc Warrants			\$ (3,633.42)	\$ 61,453.00
7/31/2015	Whittemore Trust Fund	\$ 41,306.00	\$ 0.77		\$ 102,759.77
8/31/2015	Month Ending		\$ 59.66		\$ 102,819.43
9/30/2015	Month Ending		\$ 146.17	\$ (2,400.00)	\$ 100,565.60
10/31/2015	Month Ending		\$ 68.21	\$ 1,144.35	\$ 101,778.16

11/11/2015 - Please note that an adjustment of \$0.77 was made to align the 7/31/15 balance provided by Paul Pollastri. The 10/31/15 Month End report provided by Tammy Collier still reflects an additional \$300 in the account, showing a balance of \$102,078.16.

Respectfully,
 Paula St. Laurent – Kuehl

TREASURER’S REPORT:

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the Treasurer’s report as presented and the vote was unanimous.

Chairman Ed Vitone commented on the new excellent format.

OTHER:

Chairman Ed Vitone noted that Paula Dowd’s ideas took root for the Library’s float submission and the Library Trustees agreed.

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OTHER (CONTINUED):

It is budget season for FY2017 and the Finance Committee (Chairman Ed Vitone, Treasurer Paula St. Laurent – Kuehl, Candace Wright and Library Director Emily Donnelly) have tentative plans to meet on Thursday, December 3, 2015.

The budget is due to Town Administrator Doug Briggs on Wednesday, December 9, 2015. The Finance Committee will submit the budget as a provisional budget and then bring it to the Library Trustees at their December meeting.

Chairman Ed Vitone stated that a verbal quote for the hardwood floors was received. He suggested that Tri-City Floor located in Leominster, MA be contacted. Candace Wright suggested that Hamel Brothers from Hubbardston, MA be contacted as well. If the money is from a Trust Fund it does not need to go out to bid. He was not sure about the procedure if it was a state grant. Municipal bids must be publicized.

Margaret Donovan informed the Library Trustees that there are various items near the trees on the backside of the Library parking lot and she is concerned about the danger and the visual sight. Is the area Town property? Library Director Emily Donnelly will research the issue.

Margaret Donovan also mentioned that the handicapped ramp cement is failing again and it was repaired at least two years ago. Chairman Ed Vitone noted that the rain residue is most likely deteriorating the cement. He will look on line for available handicapped ramps and email the information to the Library Trustees. Library Director Emily Donnelly stated that this could be an item for capital planning. All agreed it must be addressed soon.

ADJOURN:

A motion was made by Candace Wright and seconded by Margaret Donovan to adjourn the meeting at 5:27 p.m. and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Maggie Whitney
Library Trustees Secretary