

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
January 19, 2016
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, Treasurer Paula St. Laurent – Kuehl, Secretary Maggie Whitney, Candace Wright, Library Director Emily Donnelly and the “Friends” Representative President Melanie Hyslop.

ABSENT:

Vice Chairman Margaret Donovan and Paula Dowd.

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 4:02 p.m.

Chairman Ed Vitone asked to have an additional “Other” added to the beginning of the Agenda.

APPROVAL OF AGENDA:

A motion was made by Candace Wright and seconded by Paula St. Laurent - Kuehl to accept the amended agenda and the vote was unanimous.

PUBLIC INPUT (5 MINUTES): None

OTHER:

Ed Vitone read the resignation letter of Trustee Margaret Donovan and to be effective immediately. The Trustees accepted the letter only because Ed Vitone will contact Margaret Donovan after the meeting with the hope she will continue on the Trustee Board.

(Note: After the meeting, Chairman Ed Vitone did contact Margaret Donovan and her resignation stands. This needs to be added to the February 16, 2016 agenda for a Trustees official vote.)

APPROVAL OF MINUTES:

The December 15, 2015 minutes were not approved because there was not a majority. Due to another commitment, Ed Vitone and Maggie Whitney did not attend that meeting thus not allowed by State Law to vote for the minutes. The December 15, 2015 minutes will be on the February 16, 2016 meeting agenda.

(Note: In order to approve the December 15, 2015 minutes, the attendees of that meeting (Paula Dowd, Paula St. Laurent – Kuehl and Candace Wright) must approve the minutes and this constitutes a majority vote of the Trustees since two members (Ed Vitone and Maggie Whitney) were unable to attend that meeting.

**DIRECTOR'S REPORT:
FY16 Budget Update**

Action items

- Budget update
- Approve cash handling policy
- Approve custodian position change
- Approve updated FY17 budget (includes amended custodial position)

Old business

- **Facilities**
 - **Signage**
 - DPW installed the Library signs on Chapel Street and Route 101.
 - **Landscaping**
 - Steve Coswell owner of "Plantscape" estimates the regular spring/fall cleanup about \$2000.
 - Trustees agreed that more bids are needed.
 - Earthworks has been notified that an updated quote to include ramp demolition. Received a verbal quote of an additional \$4,000 because the ramp is so big.
 - Total: \$11,500
 - This quote will be good through the spring
 - **Roof**
 - Several roofers are looking at the building. Received verbal quotes. Plan to submit \$50,000 for a new roof to be completed within three to five years. Informed by a roofer that a new roof is not needed this year.
 - **Re-keying**
 - Working with JMJ Locksmith to figure out a realistic scope for this project, balancing accessibility and aesthetics.
 - Finally have contacts for ALL projects. Thanks to Paula Dowd for connecting us to thumbtack.com
- **Budget**
 - Have spent 46% of the budget as of the end of December and are 48% through the fiscal year.
 - **Capital planning**
 - Will propose one capital planning project to Town Administrator Doug Briggs this year:
 - New ramp: \$5,400 (which will drastically improve grading issue)
 - Grading + demolition of old ramp: \$11,500
 - Total capital request: \$16,900

DIRECTOR'S REPORT (Continued):

- **C/W MARS (Central/Western Massachusetts Automated Resource Sharing)**
 - December 9: New Comcast modem for C/W MARS installed
 - January 7: Guardian was on site to prepare for C/W MARS router installation
 - January 12: C/W MARS installed the router and software
 - January 13: Cataloging training for Keith & me
 - Will need to amend "Circulation Policy" to comply with C/W MARS; policy will be updated and approved at the February 16, 2016 Trustee meeting.
- **Website re-design**
 - Design is underway. It looks good. This is the Library website that is located on the Town of Ashburnham website.
- **Artifacts**
 - After taking additional photographs, Stan Smith heard back from Arte Primitivo (New York, NY). They said:
 - "The mask is in unfortunate condition, and not quite as old as the card says. Maybe more like 3,000 years old, but it's still an antiquity. Could give it an auction estimate of about \$2,500-3,000, with a suggested reserve opening bid of about \$1,250."
 - "The tablets are more accurately dated, and would sell for maybe \$300-500 each."
 - Arte Primitivo consignment conditions:
 - "Commission is charged per lot. A lot may constitute more than one item, although discourage multiple item lots or those that will sell below \$1,000.

All lots sold for a sum of \$1,000 or less will be subject to a 25% commission. Lots sold for \$1,001 to \$2,500 are subject to a commission of 20% Lots sold for \$2,501 to \$5,000 are subject to a commission of 15% Lots sold for \$5,001 and over are subject to a commission of 10%

Commissions above include photography. All lots will be photographed. Lots of better quality will be included in our full color catalog, at our discretion. Lesser items, at our discretion, will be offered on-line only. All bidding, regardless of catalog items or on-line only items, will be bid on-line only in real time. Items will be on view, at the gallery as well as on-line, for about two weeks prior to the auction. Consignors are paid about 65 days after the auction date. Commissions include insurance (from the time we take possession of the items). Buyback fees will be 10% of the reserve/minimum bid, but they only apply if we disagree with your suggested reserve/minimum bid price. Keep your reserves reasonable and we will waive a buyback fee. Return shipment of unsold items can be arranged at consignor's expense."

DIRECTOR'S REPORT (Continued):

- **Artifacts (Continued):**
 - The Trustees asked Director Emily Donnelly to provide options and recommendations on the artifacts.

- **Past programs stats**
 - Christmas vacation programming
 - December 24-31, ongoing: Duct tape art (teens) – 13
 - December 28 (Monday), 12³⁰-2³⁰pm: Cookie decorating (all ages) – 13
 - December 30 (Wednesday), 10³⁰am-2³⁰pm: Drop-in craft [snowmen] (all ages) – 17
 - Originally scheduled for 12/29; rescheduled for 12/30 due to weather
 - December 30 (Wednesday), 6pm: Needle felting (teen/adult) – 6
 - December 31 (Thursday), 10³⁰am: *Frozen* Storytime with Olaf (ages 2-6) – **18**

New business

- **Custodian**
 - Due to Custodian Bonnie Caouette's resignation, the position needs to be filled quickly. All agreed 20 hours a week was too much. Will post the position at 10 hours per week and will be advertised on the Town's website; Library's website and in *The Gardner News*.
 - In the meantime, Town Hall Custodian Ed Schlott works at the library twice a week to help us stay on top of cleanliness. He has agreed to take responsibility for snow removal.

- **Upcoming programming**
 - **Ongoing programming**
 - Mondays, 1pm: CFCE playgroup (ages 3-6)
 - Thursdays & Saturdays, 10³⁰am: Storytime (ages 2-6)
 - Fridays, 10³⁰am-12³⁰pm: Tech & Tablet Office Hours (all ages, mostly adult)
 - Last Monday of the month, 6¹⁵pm: Book club (adult)
 - **January events**
 - January 11 & 13, 6pm: Woodworking for Kids (ages 2.5-8)
 - January 23, 12³⁰pm: Coloring for Adults

Candice Wright asked about the available Library event passes. The Library has the following passes available:

Museum of Fine Arts; Boston Museum of Science; Tower Hill; Massachusetts State Parks; Worcester Art Museum; New England Aquarium; Worcester EcoTarium; Fitchburg Art Museum; Fruitlands Museum and Massachusetts Audubon. (*Note: Some passes require an additional cost.*)

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DIRECTOR'S REPORT (Continued):

- **Upcoming out of office meetings (director's commitments)**
 - None

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
Nov 8 – Dec 7	\$123.90	\$7.16
Dec 8 – Jan 9	\$168.07	\$301.33*
<i>YTD</i>	<i>\$723.86</i>	<i>\$410.50</i>

***Donations:** A \$250 in memory of Joan Kelly and a \$50 Christmas donation from a satisfied Storytime parent.

Stevens Memorial Library - Fiscal Year 2016										
Funds		Municipal Appropriation	Capital Plan	State Grants	Whittemore	Trust Funds	Stevens Rental	MLAA	Donations Memorial	Grand Total
	Prior Year Carrover		\$1,140	\$5,423	\$65,566	\$210,132	\$6,023	\$10,705	\$3,917	\$302,905
	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	\$30,125	\$0	\$0	\$10,000	\$0	\$48,765
	Forecasted YE Balance		\$0	\$5,423	\$76,747	\$215,132	\$9,623	\$8,205	\$5,417	\$320,546
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	C/W MARS networking		\$1,140							\$1,140
Other	C/W MARS				\$5,000					\$5,000
	Audit				\$1,100					\$1,100
	250th float				\$1,000					\$1,000
	Elevator fine				\$20,000					\$20,000
	Total		\$1,140	\$0	\$27,100	\$0	\$0	\$0	\$0	\$28,240
	Total Budget		\$1,140	\$7,500	\$30,125	\$0	\$0	\$10,000	\$0	\$ 252,214
	Town Appropriation	\$ 203,449								

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DIRECTOR'S REPORT (Continued):

Monthly Expense Summary

	Municipal Appropriation	Spent in November	Spent in December	YTD	YTD Remaining	YTD % Expended	Notes
Salaries & Wages	\$139,283.00	\$11,125.32	\$11,135.56	\$65,115.98	\$74,167.02	47%	Using MLAA to supplement regular wages by \$7k; temp wages by \$3k; regular wages should not reach 100% because STD paid for 60% of 5 weeks of Emily's maternity leave
Wages - Temporary	\$2,300.00	\$1,471.00	\$0.00	\$6,327.38	(\$4,027.38)	275%	
Wages - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	
	\$141,583.00	\$12,596.32	\$11,135.56	\$71,443.36	\$70,139.64	50%	

Repairs & Maintenance	\$12,403.00	\$582.00	\$0.00	\$3,769.20	\$8,633.80	30%
Prof Tech Svcs	\$6,159.00	\$118.48	\$1,559.24	\$3,828.78	\$2,330.22	62%
Communications	\$725.00	\$0.00	\$51.72	\$115.74	\$609.26	16%
Supplies	\$3,750.00	\$147.06	\$63.17	\$1,566.25	\$2,183.75	42%
Prof Devel & Travel	\$1,000.00	\$6.90	\$14.72	\$437.00	\$563.00	44%
	\$24,037.00	\$854.44	\$1,688.85	\$9,716.97	\$14,320.03	40%

Books	\$38,656.00	\$2,238.85	\$1,273.18	\$12,286.39	\$26,369.61	32%
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Total \$204,276.00 \$15,689.61 \$14,097.59 \$93,446.72 \$110,829.28 46%

Accurate through warrant: 16-13
 48.08% through the year

	Approved	November	December	YTD	Remaining
Capital Plan	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00
State Grants	\$7,500.00	\$254.95	\$35.38	\$2,502.25	\$4,997.75
Whittemore	\$30,125.00	\$1,427.87	\$85.01	\$6,261.11	\$23,863.89
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
Large Print Grant	\$1,000.00	\$0.00	\$323.23	\$323.23	\$676.77

OLD BUSINESS:

Elevator Fine Update:

Director Emily Donnelly noted that the \$20,000 "State Elevator Fine" was waived. The Trustees thanked Chairman Ed Vitone and Director Emily Donnelly for their hard work stating their case with the State of Massachusetts. *(Note: This fine was prior to Director Emily Donnelly's hire.)*

FY17 Proposed Budget:

Director Emily Donnelly reviewed the "Revised Proposed FY17 Budget" with the Trustees. After a brief discussion the "Revised Proposed FY17 Budget" was accepted.

A motion was made by Paula St. Laurent – Kuehl and seconded by Candace Wright to accept the "Revised Proposed FY 17 Budget" and the vote was unanimous. See below.

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Stevens Memorial Library - Fiscal Year 2017										
Funds		Municipal Appropriation	Capital Plan	State Grants	Whittemore	Trust Funds	Stevens Rental	MLAA	Donations Memorial	Grand Total
	Prior Year Carrover		\$0	\$5,423	\$95,602	\$210,132	\$6,023	\$10,705	\$3,917	\$331,801
	Current Year Funds (Est)		\$15,000	\$7,500	\$40,000	\$5,000	\$3,600	\$7,500	\$1,500	\$80,100
	Forecasted Expenses		\$15,000	\$9,500	\$40,000	\$0	\$0	\$7,500	\$5,000	\$77,000
	Forecasted YE Balance		\$0	\$3,423	\$95,602	\$215,132	\$9,623	\$10,705	\$417	\$334,901
16610 51100	Salaries & Wages	\$ 136,579						\$ 7,500		\$ 144,079
16610 51200	Wages - Temporary	\$ 2,300								\$ 2,300
16610 51300	Wages - Overtime	\$ -								\$ -
16610 52400	Repairs & Maintenance	\$ 13,544								\$ 13,544
16610 53000	Prof & Tech Svcs	\$ 7,185								\$ 7,185
16610 53400	Communications	\$ 725								\$ 725
16610 54200	Supplies	\$ 3,750								\$ 3,750
16610 55800	Books	\$ 38,750								\$ 38,750
16610 57100	Prof Devel & Travel	\$ 1,000								\$ 1,000
Other	Programs			\$ 7,500						\$ 7,500
	Total	\$ 203,833	\$ -	\$ 7,500	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ 218,833
Capital Plan	Grading & ramp		\$ 17,000							\$ 17,000
Other	C/W MARS				\$ 3,000					\$ 3,000
	Security Cameras				\$ 25,000					\$ 25,000
	Updated Furniture				\$ 12,000			\$ 5,000		\$ 17,000
	Floor Refinishing			\$ 2,000						\$ 2,000
	Total		\$ 17,000	\$ 2,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 64,000
	Total Budget		\$ 17,000	\$ 7,500	\$ 40,000	\$ -	\$ -	\$ 7,500	\$ 5,000	\$ 282,833
	Town Appropriation	\$ 203,833								

**Green Energy Update by Chairman Ed Vitone:
 Library**

- **Insulation**
 - Bids on foaming library will be opened tomorrow, Wednesday, Jan 20, 2016
 - Award pending state approval
 - Have met with two carpenters to prep the preservation room wall before foaming
 - HVAC contractor line up to take A/C head down from Preservation Room wall
 - Work remaining after foaming
 - Cut radiator back ~12"
 - Build new wall and skim coat; build new extension jambs, reassemble window casings, remount the A/C unit.
- **HVAC System**
 - A revised bid is due next week on an alternate heat pump system (aka split system). The cost will be lower than the last bid. It is unknown if the new bid will meet the payback criteria.
- **Heat System**
 - There will be a visit to two sites in NH who use pellet boilers for heat. One site uses a single system for multiple buildings, similar to what is being contemplated.
 - Ultimately three concepts will be evaluated for heat: high efficiency oil heat, split system, and pellet boiler to heat three building (town hall, library and the old library).

Green Energy Update by Chairman Ed Vitone (Continued):

- **Lighting**
 - Through Emily's library director network, a contractor from Clinton has been identified to do lighting projects. Emily has checked references and the company appears solid. A meeting will hopefully happen next week.
- **Controls**
 - No change in status – Project not yet started.
- **Hot water**
 - An alternate approach using a warming loop has been proposed which uses a circulator with a timer. The loop is already in place but lacks a check valve. This may be contributing to the amount of time it takes to get hot water from the sinks. A quote is expected next week on this system.

CORRESPONDENCE – SECRETARY'S REPORT:

Friends Meeting

- Received and read "Thank You" card from the "Friends."

December 21, 2015

*To the Board of Trustees of the Stevens
Memorial Library,*

*the "Friends" Board would like to thank
you all and express our appreciation
for the delightful breakfast gathering
on December 10th at the 873 Restaurant.
Everything was perfect the location,
the service, the conversation, which made
a joyful time for all.*

*Thanks again for a wonderful time, much
appreciated.*

Melanie, Elaine, Rosemarie + Dotlee

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TREASURER'S REPORT:

December 15, 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
11/27/2015	Ending Balance	1010.71	\$209,234.02

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
11/30/2015	Month Ending		\$ 176.32	\$ (1,136.10)	\$ 100,818.37

Respectfully,
 Paula St. Laurent – Kuehl

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TREASURER'S REPORT (Continued):

January 19, 2016

Edward Jones Mutual Funds

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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
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9/25/2015	Ending Balance	-5,775.61	\$195,120.04
10/30/2015	Ending Balance	13,103.27	\$208,223.31
11/27/2015	Ending Balance	1010.71	\$209,234.02
12/30/2015	Ending Balance	(\$4,097.10)	\$205,136.92

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
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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
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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	\$ 1,144.35	\$ 68.21		\$ 101,778.16
11/30/2015	Month Ending		\$ 176.32	\$ (1,136.11)	\$ 100,818.37
12/30/2015	Month Ending		\$ 161.05		\$ 100,979.42

TREASURER'S REPORT (Continued):

January 19, 2016 - Treasurers Notes:

1. An error was found on the December 15, 2015 report. The amount of \$1,136.10 should have been reflected as a transfer out of the Trust Account, not a transfer in. The month ending balance should have been \$100,818.37, not \$103,090.58.
2. Tammy Collier has made me aware that the \$300 discrepancy in the ending balance of the Trust Account will be corrected in her January 2016 month end reports. The \$300 will be properly reflected as rent in the Stevens Memorial Library account.

Respectfully,
Paula St. Laurent – Kuehl

A motion was made by Ed Vitone and seconded by Candace Wright to accept the updated December 16, 2016 budget and the vote was unanimous.

A motion was made by Candace Wright and seconded by Ed Vitone to accept the January 19, 2016 budget and the vote was unanimous.

NEW BUSINESS:

Town's Annual Report (Director, Trustees, Treasurer):

The report is due in February 2016. The following should be mentioned in the report: 250th Library Celebration Float with photos; new Saturday hours; Implementation of CW/MARS; new staff; Interim Director Catherine Callegari; policy development; Green Energy Project; programming; Library statistics; online additions; acceptance of the Strategic Plan and success of First Lego League Robotics team at Briggs.

Ed Vitone will draft the Trustees report and send it to the Trustees via email for their review.

Special articles for May 3, 2016 Town Meeting: None.

Incumbents seeking re-election and/or Candidates for Trustee positions:

Town Caucus is Tuesday, February 23, 2015 at 7:00 p.m. at the Library in the Malcolm Stewart Room.

Incumbent Paula Dowd term expires 2016. Will contact her after the meeting.

Incumbent Paula St. Laurent – Kuehl term expires 2016. She has agreed to run again.

Incumbent/Resignation Margaret Donovan term expires 2017.

Review and approve "Cash Handling Policy:"

After a brief discussion, Ed Vitone noted that the policy was more of a procedure than a policy. The Trustees asked Director Emily Donnelly to re-work the policy with about five sentences and it will be reviewed at the February 16, 2016 Trustees meeting.

OTHER:

"Friends" President Melanie Hyslop said, "You (Trustees) are really doing the job. I am impressed with your positive professionalism and I learn so much. The taxes are going to something important." She also noted that it is a privilege to attend the Trustees meetings and complimented the standards that are being set in place.

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PUBLIC INPUT (5 MINUTES): None

ADJOURN:

A motion was made by Paula St. Laurent – Kuehl and seconded by Candace Wright to adjourn the meeting at 5:36 p.m. and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Maggie Whitney
Library Trustees Secretary