

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
April 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, Lynne Pinsoneault, Anne Olivari (Upcoming candidate for Library Trustee vacancy on April 26, 2016 Election Day), Library Director Emily Donnelly and “Friends” President Melanie Hyslop.

ABSENT: Paula Dowd and Candice Wright

GUESTS: None

PRESS: None

CALL TO ORDER: The meeting was called to order by Chairman Ed Vitone at 4:01 p.m.

APPROVAL OF AGENDA:

A motion was made by Paula St. Laurent-Kuehl and seconded by Lynne Pinsoneault to accept the agenda as presented and the vote was unanimous.

PUBLIC INPUT (5 MINUTES): None

WELCOME UPCOMING ELECTION CANDIDATE:

Chairman Ed Vitone welcomed Anne Olivari to the Library Trustees meeting.

APPROVAL OF MINUTES:

A motion was made by Paula St. Laurent – Kuehl and seconded by Lynne Pinsoneault to accept the March 15, 2016 minutes as presented and the vote was unanimous.

The December 15, 2015 minutes, taken and written by Paula Dowd, were not approved because there was not a majority of those trustees who attended the December meeting present in this meeting.

(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.

A motion was made by Lynne Pinsoneault to accept and issue the December 15, 2015 minutes in DRAFT status and it was seconded by Paula St. Laurent-Kuehl. The vote was unanimous.

DIRECTOR’S REPORT: -- FY16 BUDGET UPDATE:

As presented by Library Director Emily Donnelly:

Action items

- Approve revised exhibit/display policy
- Approve revised circulation policy
- Approve ILL policies
- Approve change in town history status

Budget update

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DIRECTOR'S REPORT: -- FY16 BUDGET UPDATE (CONTINUED):

Old business

• **Follow-up on items from last month:**

- Museum passes
 - There was a suggestion that I look into a pass for Southwick's Zoo in Mendon. I did some preliminary research (they allow bulk purchases at a discount to libraries), but as Southwick's is virtually the same distance from Ashburnham as Stone Zoo, I decided that we should first gauge the success of our Zoo New England pass before we expand to another zoo.

• **Facilities:**

- I have sought (and continue to seek) quotes to fix our rotting fire doors (basement level). I have one quote and am trying to find another.
- Our elevator and chairlift passed inspection on April 6. I came in (I was on vacation) to make sure everything went smoothly, and it turned out that our fire panel batteries were long overdue to be changed, so that's been taken care of as well. (My thanks to Bob Plant from the Fire Department for catching that!)

• **Budget:**

- We have spent 70% of the budget as of the end of February; we are 75% through the fiscal year
 - Please see previous months' Director's Report for a more detailed discussion of the state of the Supplies and Books lines
- Whittemore and C/W MARS
 - Of the \$5,000 that was approved from the Whittemore account to spend on the C/W MARS transition, we've spent the following:
 - Pro-rated annual fee to C/W MARS: \$1,427.87
 - Network work to join our computers to C/W MARS: \$851.20
 - An additional receipt printer to accommodate increased demand: \$212.39
 - Total: \$2,491.46 spent (\$2,508.54 remaining)
 - I have designed and ordered new library cards with our correct contact information and logo (as well as the C/W MARS logo), but have not been told a cost yet.
- Quarterly revenue report
 - Tanya hopes to have these numbers to me by the meeting, and I will distribute them at that time

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- **C/W MARS:**
 - Margaret and I attended a training in Overdrive (the eBook and eAudio platform for C/W MARS)
 - We are scheduling a training of the Commonwealth Catalog (for Jan and me), which is a statewide network for borrowing books and other items.
- **Programs:**
 - The training of the reading dog had to be cancelled, unfortunately.
- **Past programs stats**
 - March Storytimes (Thursdays & Saturdays): 96(!)
 - Mysterious Massachusetts (March 14): 7
 - Coloring for Adults (March 19): 3
 - Spring Things Crafts for Kids (March 23): 22
 - Tin Can Lanterns (March 30): 2

New business:

- ***Ashburnham, Massachusetts 1885-1965 Book***
 - I will be asking the Friends for permission to give these books away for free. We currently have several unopened boxes full of them, in addition to several shelves of them throughout the library.
 - While the Friends receive money from their sale and the Trustees have historically given the Friends all decision-making authority around the title, the Trustees own the copyright, so I would like your consent in this giveaway.

After a brief discussion, it was noted that there are over 300 books available and the following ideas were expressed: "Friends President Melanie Hyslop suggested if a person attends the Annual Town Meeting they may receive a free book and leave copies at the Town Hall. Paula St. Laurent-Kuehl suggested a book be placed in the "Time Capsule."

A motion was made by Paula St. Laurent-Kuehl and seconded by Ed Vitone to approve the giveaway of the "Ashburnham Massachusetts 1885 – 1965" book and the vote was unanimous.

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New business (Continued):

• **Friends succession planning:**

- We believe that we have definite slate of officers for the annual meeting (May 16). I have commitments for president and vice-president/co-president, and the board has candidates for the other positions.

• **Upcoming programming:**

○ **Ongoing programming:**

- Mondays, 1 pm: CFCE playgroup (ages 3-6)
- Thursdays & Saturdays, 10³⁰ am: Storytime (ages 2-6)
- Fridays, 10³⁰ am-12³⁰ pm: Tech & Tablet Office Hours (all ages, mostly adult)
- Last Monday of the month, 6¹⁵ pm: Book club (adult)

○ **Spring break:**

- April 18: Library closed for Patriots' Day
- April 19 (1 pm): Painted Flower Pots (ages 5+)
- April 20 (11 am): Amy Conley Concert (all ages)
- April 21 (11³⁰ am): Family Coloring (all ages)
- April 22 (1³⁰ pm): Poetry Workshop (ages 8-13)
- April 23: Town-Wide Yard Sale
 - If any Trustees would like to volunteer to help with this sale, I'd welcome it!
- April 27 (6 pm): Needle Felting (adults/teens)
- May 18 (6³⁰ pm): A Celebration of Ireland with Local Author Christian Reifsteck (adults/teens)

Director Emily Donnelly noted an additional program was added -- "Design Labels for Chocolates" will be held on May 11, 2016. Students from ORHS will be involved and explaining about chocolate in any language is "Decicious."

• **Upcoming out of office meetings (director's commitments):**

- April 26-29: vacation
- May 31-June 3: vacation

Director Emily Donnelly informed the Library Trustees that this year's Massachusetts Library Association (MLAA) Annual Meeting will be held on Tuesday, May 3, 2016 at Stevens Memorial Library.

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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
Jan 10 – Feb 6	\$47.10	\$0.80
Feb 7 – Mar 5	\$165.13	\$1.95
Mar 6 – Apr 9	\$176.10	\$54.45*
<i>YTD</i>	<i>\$1,112.19</i>	<i>\$467.70</i>

*\$50 donation to the library from a patron who was thrilled with the outstanding assistance she'd received from Margaret French

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STEVENS MEMORIAL LIBRARY – FISCAL YEAR 2016:

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 Carryover		\$1,140	\$5,423	\$65,566	\$210,432	\$6,023	\$10,705	\$3,317	\$302,905
	Current Year Funds (Est)		\$0	\$7,500	\$41,306	\$5,000	\$3,680	\$7,500	\$3,500	\$66,426
	Forecasted Expenses		\$1,140	\$7,500	\$10,125	\$0	\$2,275	\$10,000	\$0	\$31,040
	Forecasted Yr Balance		\$0	\$5,423	\$46,747	\$215,432	\$7,348	\$8,205	\$5,417	\$338,771
166*0 61100	Salaries & Wages	\$ 139,283					\$ 7,000			\$ 146,283
166*0 61200	Wages - Temporary	\$ 2,300					\$ 3,000			\$ 5,300
166*0 61300	Wages - Overtime	\$ -								\$ -
166*0 62400	Repairs & Maintenance	\$ 12,403								\$ 12,403
166*0 63600	Prof & Tech Svcs	\$ 6,156								\$ 6,156
166*0 63400	Communications	\$ 725								\$ 725
166*0 64200	Supplies	\$ 2,929								\$ 2,929
166*0 65500	Books	\$ 38,658								\$ 38,658
166*0 67100	Prof Devel & Travel	\$ 1,000								\$ 1,000
	Programs			\$ 7,500	\$ 3,025					\$ 10,525
Other	Total	\$ 203,448	\$ -	\$ 7,500	\$ 3,025	\$ -	\$ -	\$ 10,000	\$ -	\$ 223,974
Capital Plan	Green Energy Grant		\$1,140							\$1,140
Other	C/W MARS				\$5,000					\$5,000
	Audit				\$1,100					\$1,100
	Website redesign					\$2,275				\$2,275
	2500 fiscal				\$1,000					\$1,000
	Elevator fix				\$20,000					\$20,000
	Total		\$1,140	\$0	\$7,100	\$0	\$2,275	\$0	\$0	\$28,240
	Total Budget		\$1,140	\$7,500	\$10,125	\$0	\$2,275	\$10,000	\$0	\$22,240
	Town Appropriation	\$ 203,448								

4/19/2016 metg.

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MONTHLY EXPENSE SUMMARY:

Monthly Expense Summary

	Municipal Appropriation	Spent in February	Spent in March	YTD	YTD Remaining	YTD % Expended	Notes
Salaries & Wages	\$139,283.00	\$9,988.64	\$15,718.94	\$100,739.17	\$38,543.83	72%	
Wages - Temporary	\$2,300.00	\$57.50	\$46.00	\$5,430.88	(\$4,130.88)	285%	
Wages - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	
	\$141,583.00	\$10,046.14	\$15,764.94	\$107,170.05	\$34,412.95	76%	

Repairs & Maintenance	\$12,403.00	\$0.00	\$228.30	\$7,048.98	\$5,354.02	37%	
Prof Tech Svcs	\$6,159.00	\$738.38	\$370.00	\$5,007.16	\$1,151.84	81%	
Communications	\$725.00	\$705.36	\$105.36	\$221.10	\$503.90	30%	
Supplies	\$2,923.00	\$155.72	\$148.55	\$2,782.85	\$140.15	95%	\$656.68 is items that could have put in other places, or charged to pre-approved grant expenditures. If that money hadn't been spent, we'd be at 73% of YTD.
Prof Devel & Travel	\$1,000.00	\$90.00	\$0.00	\$527.00	\$473.00	53%	
	\$23,210.00	\$1,089.46	\$852.21	\$15,587.09	\$7,622.91	67%	

Books	\$38,656.00	\$1,321.07	\$3,932.17	\$19,524.80	\$19,131.20	51%	See last month's director's report for a more in-depth discussion of this line.
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Total **\$203,449.00** **\$12,456.67** **\$20,549.32** **\$142,281.94** **\$61,167.06** **70%**

Accurate through warrant: 2/6/20
 75.00% through the year

	Approved	February	March	YTD	Remaining
Capital Plan	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00
State Grants	\$7,500.00	\$623.85	\$290.94	\$3,756.17	\$4,043.83
Willsmore	\$30,125.00	\$0.00	\$1,063.59	\$7,324.70	\$22,800.30
Mutual Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stevens Rental	\$2,275.00	\$0.00	\$1,337.50	\$2,275.00	\$0.00
M_JAA	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Donations/Memorial	\$500.00	\$350.00	\$250.00	\$600.00	\$0.00
Large Print Grant	\$1,000.00	\$21.69	\$172.83	\$613.50	\$386.40

4/19/2016 mtg.

Director Emily Donnelly noted that the Library expenses are where they should be at this time.

Director Emily Donnelly asked if the Trustees knew of additional contractors and Paula St. Laurent-Kuehl mentioned John Sarasin and will email her his contact information. Anne Olivari mentioned Paul Aubuchon who is an Ashburnham resident.

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OLD BUSINESS:

GREEN ENERGY UPDATE: As Presented by Chairman ED VITONE:

STATUS OF GREEN ENERGY INITIATIVES AT ASHBURNHAM'S STEVENS MEMORIAL LIBRARY

Chairman Ed Vitone distributed two documents to the Library Trustees:

- “Ashburnham Green Energy Committee Meeting With Kelly Brown – Mass DER – March 23, 2016.
- Recommended Library HVAC System.

Ed Vitone gave a brief update and these two above mentioned documents will be available on the Town's Website, Town Clerk's Notebook and the Library Minutes Notebook.

EDWARD JONES INVESETMENT CHANGE:

At the February 16, 2016 Trustees Meeting the Trustees discussed the status of the Stock Market decline and the Edward Jones “Investment Portfolio.” A unanimous vote was taken to take a more conservative approach with Stocks at 60% and Bonds at 40%. Treasurer Paula St. Laurent – Kuehl will contact Ken Hang from Edward Jones.

On February 24, 2016, Ken Hang from Edward Jones contacted Chairman Ed Vitone regarding the Stocks at 60% and Bonds at 40%. Ken Hang recommended that it was not the opportune time to make the change because there would be losses. He would prefer to make the change and timing to his best judgement. The Library Trustees agreed.

On April 4, 2016 Ken Hang of Edward Jones converted 40% of the portfolio from Stocks to Bonds. This was done after the market rebounded to a year high, up from its year low on February 11, 2016. It was nice timing by Ken Hang.

CORRESPONDENCE – SECRETARY'S REPORT:

FRIENDS MEETING INFORMATION:

The “Friends” monthly meeting was held on Wednesday, April 20, 2016 at Stevens Memorial Library at 10:00 a.m. The “Friends e-packet was distributed to the Library Trustees. The “Friends” Annual Meeting date has changed. It will be held on Monday, May 19, 2016 at 7:00 p.m. at Stevens Memorial Library.

“Friends” President Melanie Hyslop expressed her appreciation to the Library Director Emily Donnelly and the Library Trustees. She noted that she can count on support from everyone and is very satisfied with the current Library operation.

ANNUAL TOWN ELECTION:

The Annual Town Election is on Tuesday, April 26, 2016 from 9:00 a.m. to 8:00 p.m. at John R. Briggs Elementary School.

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CORRESPONDENCE – SECRETARY’S REPORT (CONTINUED):

UPDATE TELEPHONE LISTING:

The telephone listing will be updated and then distributed to the Library Trustees.

ASHBURNHAM BUSINESS COUNCIL (ABC):

Ed Vitone asked “Friends” President Melanie Hyslop to contact Rosemarie Meissner to ask her to send the ABC meeting dates/location information to him and he will email the information to the Library Trustees. It will then be decided who will be available to attend the ABC meetings representing the library. Currently the ABC meetings are held on the third Tuesday of each month at 5:30 p.m. and location changes each month.

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Treasurers Report April 19, 2016

Edward Jones Mutual Funds

12/31/2015 Year End 1472.47 \$205,136.92

DATE	DETAIL	VALUE CHANGE	BALANCE
1/29/2016	Ending Balance	(\$8,074.98)	\$197,061.94
2/26/2016	Ending Balance	\$243.60	\$197,305.54
3/24/2016	Ending Balance	7,822.66	\$205,128.20
	Ending Balance		\$205,128.20

Whittemore Trust Account

12/31/2015	Year End Balance	\$ 42,450.35	\$ 1,631.41	\$ (12,071.49)	\$ 100,979.42
DATE	DETAIL	ADDITIONS	INTEREST	TRANSFER	BALANCE
1/31/2016	Month Ending		\$ 9.39		\$ 100,988.81
2/29/2016	Month Ending		\$ 11.96		\$ 101,000.77
3/31/2016	Month Ending		\$ 209.34	\$ (851.20)	\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
					\$ 100,358.91
	Month Ending		\$ 230.69		

Treasurers Report April 19, 2016 (Continued):

Library Cash Account Audit

The First Quarter Audit of the Library Cash Accounts was done on March 31, 2016. Daily reports from Quicken are being printed and balanced with the weekly transfer to Town Hall. Cash receipts and transfers for both the Library and the Friends accounts all tie out. I verified that all data is being entered. Transfers of cash to both the Town and the Friends are being done on a timely basis.

3/31/2016	1 st Quarter Audit – Town Deposits to Date (1/9/16-3/26/16)	\$488.30
3/31/2016	1 st Quarter Audit – Friends Deposits to Date (1/8/16-3/22/16)	\$117.35

Respectfully,
Paula St. Laurent-Kuehl

A motion was made by Ed Vitone and seconded by Lynne Pinsoneault to accept and issue the December 15, 2015 Treasurer's Report in DRAFT status and the vote was unanimous.

A motion was made by Lynn Pinsoneault and seconded by Ed Vitone to accept the April 19, 2016 Treasurer's Report as amended and the vote was unanimous.

NEW BUSINESS:

Director Emily Donnelly presented the Interlibrary Lending Policy, Interlibrary Loan Policy, update Circulation Policy, and the Exhibit/Display Policy. There was a brief discussion and motions were made to accept the policies as follows:

A motion was made by Paula St. Laurent-Kuehl and seconded by Lynne Pinsoneault to accept the Interlibrary Lending Policy as presented and the vote was unanimous.

A motion was made by Paula St. Laurent-Kuehl and seconded by Ed Vitone to accept the Interlibrary Loan Policy as presented and the vote was unanimous.

A motion was made by Paula St. Laurent-Kuehl and seconded by Lynne Pinsoneault to accept the revised Circulation Policy as presented and the vote was unanimous.

A motion was made by Ed Vitone and seconded by Lynne Pinsoneault to accept the Exhibit/Display Policy as presented and the vote was unanimous.

DISCUSS LIBRARY'S PAID LUNCH PRACTICE:

At last month's meeting Ed Vitone explained the Library and Town Hall lunch practice including union and non-union employees. At that time it was agreed that more data was needed discussed again at the April 19, 2016 before any decisions were made.

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DISCUSS LIBRARY'S PAID LUNCH PRACTICE (CONTINUED):

Ed Vitone summarized on the handout given to the Library Trustees and reviewed the MA General Law:

Meal Breaks: Massachusetts law states that employees are entitled to a 30-minute meal break when working a period of more than 6 consecutive hours. During this break, an employee must be relieved of all duties and Massachusetts law states that employees are entitled to a 30-minute meal break when working a period of more than 6 consecutive hours. During this break, an employee must be relieved of all duties and must be free to leave the workplace. This break period may be unpaid. Exemptions from the meal break requirement can be found in [M.G.L. c. 149, s. 101](#). An employee may voluntarily give up a meal break by (1) working through his or her meal break, or (2) remaining on the premises during the break at the request of the employer. However, the employee must be paid for this time.

Director Emily Donnelly also discussed the lunch practice with the staff. It was noted that since the library does not allow the employees to leave the library during their work shift, Massachusetts General Law mandates that the employee receive a paid lunch break. For that reason there would be no change and the library will continue the paid lunch practice.

THANK YOU PAULA DOWD – 9 YEARS OF SERVICE:

Chairman Ed Vitone thanked Paula Dowd for her nine years of service. He noted that she was dedicated and she was appreciated.

OTHER: None

PUBLIC INPUT (5 MINUTES): None

ADJOURN:

A motion was made by Maggie Whitney and seconded by Lynne Pinsoneault to adjourn the meeting at 5:35 p.m. and the vote was unanimous.

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