



Stevens Memorial Library
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Summary of Trustee Meeting November 7, 2011

Present: Paula Dowd, Barbara Hallowell, Joseph Von Deck, and Margaret Donovan

Paula Dowd called meeting to order at 4:00 p.m.

Minutes of October 3rd meeting were read.

Joe made motion to approve minutes, was second by Barbara and all were in favor.

Paula stated not to approve executive session minutes until the board found out if they would become public.

Margaret stated would ask and let board know at next meeting.

Joe made a motion not to approve executive minutes until question was answered. Barbara second, all were in favor.

Barbara asked if new trustee had been approved by selectmen.

Paula stated she had given letter to Sylvia asking that Mary Kate Romano be appointed as a trustee to fill vacancy.

Margaret stated she would ask the town clerk if selectmen approved new trustee and if there was anything else that had to be done by the board.

Barbara asked about activity room floor, totes, and books.

Margaret stated the floor was as clean as Bonnie could get it. The rest the stain could not be removed. The totes had craft material s in them and would be gone though shortly. Any books that were still in the room were for book sale and there weren't that many.

Barbara stated the white shelves were full with books and they had been there from the last book sale. She wanted them gone.

Paula stated that the tiles should be replaced in the activity room. If the books didn't sell then throw them out or see if the person who takes the books wants them.

Barbara asked about the attic.

Margaret stated that the attic had been cleaned out only things left were crafts that had to be gone through, 3 filing cabinets that would be purchased, 2 tables that Cheryl (director) wanted to keep because of historical value, and chairs that should be kept for functions held at the library.

Barbara stated library did not need those chairs in attic and if table were antiques then we should sell them.

Paula stated maybe one of the tables could be used in activity room.

Margaret stated that the things remaining in attic should be left. There was only a few things and could not understand why it was problem.

Barbara stated she had talk to Stan at Light Co. about cost to library for installing solar panels. Was told cost would be minimal. Stan knew of an organization that would help with the cost.

Joe stated that the historical board had not heard back from Ma historical board yet.

Margaret made a motion to have Barbara go forward with solar panels, Paula second, Joe abstained because of his connection with historical board, Barbara was in favor, motion passed.

Barbara asked if staff filled out time sheets on a daily bases.

Margaret stated she thought so but would have to ask Cheryl (director). She knew that time sheets were done weekly for payroll.

Barbara stated time sheets should be filled out on a daily bases and the director should fill one out as well.

Paula stated she wanted everyone to fill out daily time sheet including director. Paula asked were policy and procedure books that she request all trustees to have for this meeting.

Margaret stated Cheryl (director) was revising them while on vacation because did not have time before she left to do them.

Paula stated she would come in to the library on Tuesday 11/15 to help condense policy and procedures. She felt some items in book might not be need.

Barbara stated she would come in as well.

Joe stated that he had told Cheryl (director) that she should back off on personal issue. His point being made was that pr would be devastating. You have to be careful with locals.

Margaret made motion to adjourn meeting, Barbara second, all in favor.

Meeting adjourned at 4:44 p.m.