



Stevens Memorial Library
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SUMMARY OF TRUSTEES MARCH 7, 2011

Present: Theloise Ferrell, Cheryl Audino, Paula Dowd,
Barbara Hallowell, Margaret Donovan, Cheryl Paul-Bradley
Melanie Hyslop (Friends representative)

The minutes of the February 7, 2011 meeting were read. A motion to accept the minutes was made by Margaret Donovan. Paula Dowd seconded the motion. All voted in favor.

Director's Report: FY 11 budget is on track.
Nominees for upcoming election of two Trustees are
Joseph Von Deck and A.J. Peterson.

The Historical Society loan policy proposal was discussed. Paula Dowd read the Preservation Loan Agreement to the Trustees. Trustees discussed the agreement, revisions were made and a final copy will be sent to Bettyana Donelson at the Ashburnham Historical Society and Joe Von Deck along with copies of the Preservation Room Policies and Procedures and Deed of Gift Agreement.

Margaret Donovan advised Cheryl to review with employees the policy and procedures for scheduling breaks during working hours.

A motion to adjourn the meeting was made by Barbara Hallowell and seconded by Cheryl Audino.

The next meeting will be April 4, 2011 at 4:00 PM.