



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA. 01430
(978)827-4115 Fax (978)827-4116
ashlibrary@net1plus.com

Summary of Trustees
June 6, 2011

Present: Paula Dowd, Joe vonDeck, Margaret Donovan, , Barbara Hallowell, and Cheryl Audino
Cheryl Paul-Bradley.

Paula called the meeting to order.

Minutes of the May 2, 2011 meeting were read. A motion to approve the minutes was presented by Margaret. Seconded by Barbara. All were in favor.

Chairman's Report –

Barbara discussed the hours of the Library and how it would be beneficial to our patrons to be open on Fridays. Trustee and Director Discussion.

Barbara made a motion to change the Library hours from Monday-Thursday 10-8 to Monday and Wednesday 10-8, Tuesday and Thursday 10-5, and Friday 10-4. Margaret seconded.

All were in favor. The Trustees will discuss the new hours with each employee individually. Trustee discussion of attic items; a priority list was made. Cheryl made a motion that the Director has permission to dispose of the items. Barbara seconded. All were in favor.

Water Leak in the Activity room was discussed. Royal Steam will be called.

Discussion of a dehumidifier to be placed in the Activity Room; ask Town Hall if they have one for loan or if not look into the price to purchase one.

Motion to adjourn made by Barbara. Seconded by Cheryl. All in favor.

Motion to move to EXECUTIVE SESSION made by Cheryl. Seconded by Barbara. All in favor.



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Summary of Trustees
EXECUTIVE SESSION
June 6, 2011

Present: Paula Dowd, Joe vonDeck, Margaret Donovan, , Barbara Hallowell, and Cheryl Audino

Paula called the meeting to order.

Melissa Walker present

Paula assured Melissa that the discussions to take place will be informative to both Trustees and employees. The discussions to the employees are not in any particular order.

Margaret discussed the new hours.

Paula stated she wants everyone to be happy and get along.

Melissa says she feels happy doing her job; she is rebarcoding books. She says she feels she is consistent and productive. Melissa says she feels that she shouldn't have to do the job sheets every day

Paula says do the task sheets, but everyone needs to know and do everything. (all Library jobs)

Melissa stated that Cheryl told her not to do Interlibrary Loan.

Barbara asked were you doing the entire Interlibrary Loan process.

Melissa felt she was doing the Interlibrary Loan well.

Joe asked, if in the past, if every employee had done all Library jobs

Melissa said no.

Joe asked if every employee does an equal load of work.

Melissa said yes.

Joe asked if there was any Library job Melissa would like to do the most

Melissa stated Interlibrary Loan

Joe asked Melissa if employees had equal loads of Library jobs

Melissa stated if you have a variety of choices of the Library jobs would that make the job more interesting and less friction.

Paula asked if there was any Library job that wasn't getting done in a timely fashion.

Melissa stated Overdues.

Barbara asked if Melissa helps with the circulation desk. Is there any Library job that you are not sure of?

Melissa stated that repairs are what she had minimal amount of exposure to.

Paula stated there would be no more one job by one person. Everyone will do all Library jobs.

Barbara said that not one employee would do a job for 8 hours at a time.

Paula asked if there was any Library job that Melissa was weak at.

Melissa stated I am weak at repairs.

Paula asked Melissa if she had anything else to say.

Melissa stated she would like to see the Library the way it use to be.

The Trustees thanked Melissa for being candid and requested her to send Keith up.

Keith Penniman present

Paula assured Keith that the discussions to take place will be informative to both Trustees and employees. The discussions to the employees are not in any particular order.

Margaret discussed the new hours.

Paula stated she wants everyone to be happy and get along. She wanted Keith to talk about how he felt about his job and were there any issues.

Keith stated he had nothing to say and didn't feel he needed to be here. He felt comfortable talking to Cheryl (Director).

Paula stated she wanted him to discuss the job and any issues with the Trustees.

Keith said if he had issues he would discuss them with Cheryl (Director)

Margaret stated but if there was something you felt was not resolved you would feel comfortable talking to me or another Trustee.

Keith stated he didn't think, there was ever going to be in the future, a situation where he would have to go over his bosses' head.

Barbara asked how you feel about your job.

Keith stated he is happy at his job.

Joe asked if any Library jobs can be shared.

Keith stated I do everything I am asked and I understand how to do the job.

Paula stated everyone does everything, and asked Keith to teach Melissa to do repairs. And don't be afraid to do Interlibrary Loans if they need to be done.

Keith stated if you have skill and expertise in a certain job then to complete that job by that individual. Wouldn't that be more productive? I complete overdues as needed it doesn't matter if it is weekly or daily.

Joe stated if you have a problem, you have a choice, you know who to give the job to the person o will do the job better.

Keith stated he will be happy to share work and do anything.

The Trustees thanked Keith for being candid

Present Cheryl Paul-Bradley

Paula stated the Trustees had talked to everyone and everyone will do everything. Just don't have you and Carol catalog and Keith process. We are not to show favoritism.

Cheryl(Director) asked; that action will be taken if not practiced.

Barbara stated the employees seem to have more problems than task sheets, it is a personality issue.

Cheryl (Director) stated she will be more diligent in assigning the tasks and handling issues with the employees.

Paula stated no more one job for each person.

Cheryl (Director) stated the two top priorities are Circulation desk and rebarcoding the entire collection.

Cheryl stated to Cheryl (Director) that she will try to help her with forthcoming changes.

Joe stated to Cheryl (Director) try new approaches.

Paula stated start new and get along and everyone take turns with different jobs.

Joe stated everyone should be writing down what they are doing to show the Trustees that it is getting done. If there is a problem getting a job done in an efficient amount of time then ask the employee what the problem is.

Barbara stated assign jobs for each week.

Paula stated to Cheryl (Director) to have reasonable expectations and if it turns out someone is better than the other then have that individual to the job. Change approach; say, can you do this for me?

Joe stated find out what they like to do.

Paula stated that only book covering and repairs should be done downstairs. No one should be downstairs for the whole day.

The Trustees then gathered the Staff together to talk to them, as a whole.

Paula stated as of 6/7/11 they should keep track of what they do and everyone shares jobs. There will be assigned break times. Everyone in the Library is to get along and be happy with your job. Please try to do the job as well as possible. One should only be downstairs if covering books or repairs. No one should be down stairs all day.

Barbara stated enjoy the job it will reflect on our patrons. Feel free to talk to us so everything will be fair.

Joe stated there isn't any job so critical that it has to be done in one day.

Margaret stated all employees must be out when we close

.Joe made a motion to adjourn the meeting Cheryl seconded. All in favor.