



Stevens Memorial Library
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Summary of Trustee Meeting January 9, 2012

Present: Paula Dowd, Barbara Hallowell, Cheryl Audino, Joseph Von Deck, Mary Kate Romano, Margaret Donovan, and Cheryl Paul Bradley

Paula called meeting to order at 4:02 P.M.

Paula introduced the new trustee Mary Kate Romano to the board.

Minutes of November 7th meeting were read.

Barbara made motion to accept minutes, Cheryl Audino seconded, and all were in favor.

Joe made a motion to reject October 3rd executive session minutes, Cheryl Audino seconded, all in favor.

Paula stated she would like all trustees to keep library emergency phone numbers on hand.

Cheryl Paul Bradley stated:

- The activity room had been painted by a tax write-off volunteer and he will paint the bathrooms as well. This will only cost the library the expense for supplies. The bathrooms will be started this week.
- The foundation had not leaked during the last rain. Steve Nims suggested putting crush stone and cobble stones out further than are now, and installing a French drain. He believes this will solve the problem of water coming from the roof (not ground). We will solicit quotes for job. Rob Brennan stated he could do job.

Cheryl Audino made a motion to have job done by Rob Brennan, Mary Kate seconded, and all were in favor.

Barbara stated she was looking at cabinets for the activity room and found wooded ones on Amazon and purchased them for \$159.00. They would be delivered to the library.

Paula stated we should get some pallets for the custodial storage closet just in case water was to get in there. That way nothing would get damaged.

Margaret stated she would get pallets.

Cheryl Paul Bradley stated the custodian was going to strip the activity room floor but wasn't sure it would help.

Barbara stated:

- Stan at Light Co. was getting her a cost on solar panels. The panels would lay flat on the roof and will not be seen easily.
- She gave treasure's report: money market has \$30,735.30(from trust funds), total funds \$147,013.90, debit card account \$1033.64. Bought fax machine for\$158.40 which included service contract and extra cartridge.
- Would also like Cheryl (director) make list of volunteers and have someone in charge to call volunteers as need. This list should be kept at circulation desk. Should put signup sheet at desk to see if could get more volunteers.

Joe stated has still not heard back from Ma Historical on their view of solar panels.

Cheryl Paul Bradley stated:

- 2012 budget is on track. Budget for 2013 will show an increase due to staff vacation coverage, repairs and maintenance, and required book purchases to maintain certification.
- She would like to have rent from Stevens Building put back in library budget to help with extra cost. Last year at a meeting between Melanie Gallo and Doug Briggs rent was put into general fund.
- Discussed technicality in 2012 budget. Request was made by MBLC for her and Margaret to meet with them on Jan. 6th. Explained issue of town administrator putting all energy & utilities and repairs & maintenance in non-departmental accounts but library budget was still intact. MBLC asked for verification which was sent. MBLC requested that for 2013 budget those items be put back as line items in library budget. Request was made and Doug will put them back in the budget.

Cheryl Paul Bradley stated she would be taking vacation Jan. 10th, 13th, and MAR. 1st thru 5th.

Paula stated she would like to upgrade children's room.

Mary Kate stated she had used a company that made all types of wooden furniture at reasonable prices. She would call to get an idea of price for benches etc...

Margaret made motion to adjourn, Joe seconded, all in favor.

Meeting ended at 5:01 P.M.