



Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA 01430  
978-827-4115 Fax 978-827-4116  
stevensmemoriallibrary@gmail.com  
[www.ashburnhamlibrary.org](http://www.ashburnhamlibrary.org)

## Summary of Trustee Meeting November 5, 2012

Meeting started at 4:00 P.M.

Present: Cheryl Audino, Margaret Donovan, Debra Mercier, Mary Kate Romano, Paul Dowd, and Cheryl Paul Bradley

Paula called meeting to order.

Margaret made a motion to accept minutes of October 1<sup>st</sup> meeting. Kate second motion and all were in favor.

Paula asked if Joe was coming to the meeting.

Cheryl Paul Bradley stated she had spoken with Joe earlier in the day and he was coming.

Cheryl Paul Bradley asked if Paula would like her to call Joe.

Paula stated she would like Joe called.

Cheryl Paul Bradley returned to state Joe thought the meeting was at 5:00 P.M. and was leaving now. He requested that the meeting continue and he could get caught up when he got to the library.

Paula stated she would like the chairman's report moved to the end of the agenda. She wanted all trustees present when she spoke.

All agreed to move the report.

Paula stated she wanted Cheryl Paul Bradley to give all trustees copies of any paper work regarding the director and staff. This was to include leave request forms, job performance, etc... Everyone should know what is going on and that way there would be no surprises.

Paula stated that she would be doing Cheryl Paul Bradley's evaluation and had asked Cheryl Audino and Kate Romano to be part of the team.

Margaret asked Paula when the evaluation would take place.

Paula stated she would give that information at the December 3<sup>rd</sup> meeting.

Paula asked how many staff members the library had, how many substitutes, and how many volunteers.

Cheryl Paul Bradley stated including herself at present there were two staff members, three substitutes, and four volunteers. However during the year she had four or five more volunteers that would work off hours toward their tax bill.

Paula stated she wanted a list of staff members, substitutes, and volunteers along with days and hours each worked for the December 4<sup>th</sup> meeting.

Cheryl Paul Bradley stated FY13 budget had not changed. The town is still in the process of looking for an accountant. The FY14 budget is due November 28<sup>th</sup> and she will present it to the trustees at the December 4<sup>th</sup> meeting for approval. She will be asking for \$15,000 to \$20,000 in the FY14 budget to paint the south and west side of the exterior of the library. This will be under Capital Improvement.

Cheryl Paul Bradley stated she would be taking vacation November 6<sup>th</sup> through November 9<sup>th</sup>.

Paula asked Cheryl Audino to have a treasurer's report ready for our next meeting.

Joe arrived at meeting at 4:15 P.M.

With all trustees present Paula started chairman's report.

First on the chairman's report was talking about the recent termination of a staff member.

Paula gave each trustee and director a packet of letters written by the terminated employee. She asked all to read them so she could discuss the information (see Attachments below).

Paula stated she would like to talk without being interrupted. She stated that she had told the Director to refrain from firing staff members. Paula stated that she should have been notified by the Director not the terminated staff member before it happened. "If the Director is going to terminate someone she shouldn't take two days to do it" Paula stated. In Paula's opinion this was every unprofessional.

Paula stated she received a call on Thursday night from the staff member telling Paula that she thought she had been fired.

Paula stated she was distraught over this and called Director.

Paula stated she felt the Director did not behave in a professional manner when it came to this staff member. She felt as though Director was picking on this member.

Paula sighted one written warning for giving the staff member "hell" for covering the circulation

desk while another staff member used the restroom.

Paula stated this was just one of several occasions where the Director reprimanded this staff member falsely; in her opinion.

Paula stated the terminated staff member could file a harassment claim.

Cheryl Paul Bradley stated that the staff member was not doing her job. She was never written up for covering for another staff member to use the restroom and she was not picked on. Any job that the staff member was given, was, could and had been done by other staff member, myself or any of the volunteers.

Cheryl Paul Bradley stated that it got to a point that in good conscience she could not continue to keep this staff member. Many of the projects the staff member had been assigned were not completed or not done per instructions.

Paula stated she felt Cheryl changed instructions midstream.

Cheryl Audino stated that Director should be able to fire staff member if she has backup.

Cheryl Paul Bradley stated she did have backup.

Paula stated the staff member has backup also.

Joe stated five years was a sufficient amount of time to improve; should have been fired long ago.

Deb asked, did staff member receive written warnings?

Cheryl Paul Bradley stated yes.

Paula stated nine.

Cheryl Paul Bradley stated nine.

Cheryl Paul Bradley asked Paula if she instructed the terminated staff member to file grievance or to take the next day off.

Paula stated she did not and that in her opinion the termination was cruel.

Paula asked what were we as a board going to do.

Kate asked what our roll was as trustees in this situation.

Margaret stated that she felt it was her fault that this went on so long with the staff member. She had asked Cheryl when this first started to speak with the staff member to see if there was some

problem. She asked Cheryl many times when problems arose to speak to the staff member to see if there was something wrong. The trustees should have never gotten involved . We should have let Cheryl do her job.

Paula stated that in the future when terminating a staff member it should be done in one day.

Cheryl Paul Bradley stated that the terminated staff member came in on Friday and asked her for the termination letter. She did not come in to work.

Paula stated that because of this termination the library had a sub/volunteer quit.

Cheryl Paul Bradley stated that this was not true' that the sub in question was working on Thursday, November 9<sup>th</sup> while she was on vacation. The Sub had also told her she would help out as needed but she would not be coming in everyday.

Paula stated she was told by patrons that the Director had yelled at staff member. She had a list of these patrons.

Margaret asked Paula who these patrons were.

Paula stated she was not going to give names to the trustees or the terminated staff member either.

Cheryl stated that if the terminated staff member collects unemployment a portion of her benefits would be deducted from the library salary budget.

Kate stated she did not think a terminated employee could collect unemployment.

Paula stated that the terminated member was filing for unemployment.

Deb stated she had to leave because of a previous commitment.

Kate made a motion to adjourn meeting. Deb second it, all were in favor.

Meeting ended at 4:55 P.M.

Attachments:

Letter to Paula Dowd from Melissa Walker dated 10/30/12

Letter addressed to no one from Melissa Walker dated 8/10/12

Letter to Melissa Walker from Cheryl Paul Bradley dated 10/05/12

Email from Cheryl Paul Bradley to Gardner News dated 10/26/12