



Stevens Memorial Library
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Summary of Trustees Meeting September 18, 2012

Meeting started at 5:05 p.m.

Present: Cheryl Audino, Margaret Donovan, Debra Mercier, Mary Kate Romana, Joseph von Deck, and Cheryl Paul Bradley.

Cheryl Audino made a motion to open the meeting. Joe second and all were in favor.

Joe made a motion to accept the minutes from the May 14th meeting, Deb second, all were in favor.

At 5:15 p.m. Kerri O'Brien Staff Reporter for The Gardner News came to the meeting and requested to hear trustee's discussion on the solar panels.

The trustees moved solar discussion to top of agenda.

Cheryl Paul Bradley stated the library had received two letters in regards to the solar panel project. The first letter dated Aug. 15, 2012 from Christina Sergeant, Ashburnham Historical Commission.

Summary of letter:

"[W]e absolutely do not support at this time any installation of solar panels on the Dolly Whitney Adams Building". The town spent \$750,000 in 1985 for complete restoration of the building and it would be a travesty and inappropriate to disfigure this National Register building with solar panels. We are not opposed to alternative energy sources but we strongly believe that the panels should be placed elsewhere.

Second letter dated Aug. 21, 2012 from Stanley Herriott, Manager Ashburnham Municipal Light Plant.

Summary of letter:

"I understand the need for consensus when dealing with Historical Assets. Therefore it is my intent not to pursue this project any further. It was never the intent of the Light Department to create a divide between the Library Trustees and Historical Commission. If, at a later date, the Trustees and the Historical Commission would like to revisit this offer, I would be happy to help in any way I can."

Joe stated at the Historical Commission meeting of July 27th there was a negative vote by one

member, one abstention, with a quorum of three including the chairperson. Those at the meeting wanted more information.

Cheryl Paul Bradley asked if the trustees would like to have a meeting between both boards and Stan Herriott, of the Light Plant, for further discussion about the project.

The trustees were all in agreement it would be a good idea.

A date was agreed upon of November 5th at 5:00 p.m. to be held at the Stevens Memorial Library. Cheryl Paul Bradley would send invitations to the Historical Commission and Stan Herriott.

Cheryl Paul Bradley stated that budget FY12 ended with \$0 balance. Budget FY13 is on track with one change; Town Administrator Doug Briggs reallocated oil funds from FY13 budget. This was due to contractual obligations from FY12. Because of excess oil not used under contract at \$3.1599 per gallon, this surplus will be used for FY13.

The Children's Room was referred to Margaret.

Margaret stated that due to personal obligations of the last few months she had not completed the task and that it would be finalized by the October 1st meeting.

Cheryl Paul Bradley stated that Doug Briggs had handed out at the last department head meeting the standard town employee evaluation form. He requested the trustees look at the form and adopt it for the library evaluations of director and staff.

Trustee's discussion of the Evaluation form:

- Deb stated that when determining goals it should focus on growth and improvement. Would like to see a place on form where employee could respond to evaluation, sign and date.
- Kate stated that she likes to see things in black and white. From personal experience at her own job, she must set 3 goals for the year. Next year moves on to three new goals because feels old goals have been accomplished.
- Joe stated that she was not a big believer in goals; that she would like to see improvements not goals of productivity.
- Kate made motion to have trustees vote on current Employee Town Evaluation Form as presented with amendments to be added later. Joe second and all were in favor.

At 5:50 pm Deb had to leave meeting due to previous commitment

Joe made motion question be moved, Kate second, all were in favor.

Discussion to continue at October 1st meeting.

Cheryl Paul Bradley stated that a letter was received from Doug Briggs in response to Paula Dowd's letter concerning snow removal at the library.

Summary of letter:

Each department, or in your case Board of Trustees, must make their own determination as to the closing of their building.

Letter also contained Highway Department Snow & Ice Policies and Procedures.

Cheryl Audino made a motion to change current snow closing policy to state that closing be at the discretion of director and trustee chairperson. Joe second, all were in favor.

Cheryl Paul Bradley stated that Summer Reading had been very successful. Showed copies of new web site, which highlighted summer activities and participants. Total number of participants was 250, there were 49 prizes given away, 5 adult baskets, and at the ice cream was served by Friendly's. This summer the library joined with the Ashburnham Conservation Commission in a tremendously successful program. This program will be repeated next year because of participant's high attendance and enjoyment.

Building Maintenance update:

Ashburnham Building Inspector Dick Reynolds stated that the library building was the best maintained town building. Although there was one safety issue sited. The front steps have one granite step slanting forward 2".

This issue has been fixed, re-inspected, and approved by the Building Inspector. This inspection is done yearly for Certificate of Occupancy.

Statistics: from Fy10 -11 an increase of 13% in circulation

Fy11-12 an increase of 16%

Fy12-first two months of 13.8%

Circulation stats are by material type which helps evaluate and develop collection of the library.

Long Range Plan:

Letter received from the Massachusetts Board of Library Commissioners in regards to 2011-2016 Plan. Summary of letter: MBLC would like to see measureable targets with our goals.

Would also like more information on the community focus group held by the trustees.

Cheryl Paul Bradley will be writing response to measureable targets and will contact Melanie Gallo and Joe Farrell (who lead focus group) to get information for Board of Commissioners. She would like to request that a subcommittee be formed when completing future Long Range Plans. This would be a great help to me.

Joe made a motion to adjourn meeting, Cheryl Audino second, all in favor.

Meeting ended at 6:00 p.m.