



Stevens Memorial Library
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Summary of Trustee Meeting January 7, 2013

Meeting started at 4:00 P.M.

Present: Paula Dowd, Cheryl Audino, Margaret Donovan, Debra Mercier, Mary Kate Romano, Joseph von Deck, and Cheryl Paul Bradley
Also attending the meeting was Barbara Hallowell.

Paula called the meeting to order.

Minutes from the November 5th meeting were read. Margaret made a motion to accept the minutes. Joe second and all were in favor.

Cheryl Paul Bradley asked the trustees if the agenda could be modified. So that

Barbara Hallowell could speak to the trustees about an artist group she wanted to start and use the Community Room.

The trustees all agreed to have Barbara speak prior to the agenda.

Barbara stated she had posted flyers around town about forming an artist group to meet every Tuesday and Thursday from 1:00 P.M. until 3:00 P.M. in the Community Room at the library. She had telephoned all the trustees to see if there was any issue with the group using the Community Room. All stated they had no issue except Margaret. She did not get back to her.

Joe made a point of order he did not think a telephone vote on any library matter was legal unless it was done as a conference call. He was very uncomfortable

about this and would like the trustees to agree that there would be no more of these votes by telephone.

All the trustees agreed with Joe's point of order.

Margaret stated she had no issue with Barbara having her group meet in the Community Room however the library charged private groups or individuals \$60.00 per use for the room. She felt if the library made an exception for Barbara's group it would cause problems with those who had paid to use the room and future uses of the room. Barbara could use the Activity Room (without fee) but on Tuesday it was already being used until 2:00 P.M.

Barbara stated that the Community Room was better but she was not inclined to pay to use the room.

Joe asked if all the artists that had signed up were Ashburnham residents.

Barbara stated they were. Joe asked Cheryl Paul Bradley if this could become a library program where as all artist were town residents. If this was possible then the fee for the room could be waved.

Cheryl Paul Bradley stated it could be a library program.

Joe made a motion that the artist program lead by Barbara Hallowell becomes a library program.

Kate seconded the motion and all were in favor.

Barbara Hallowell left the meeting at 4:10 P.M.

Cheryl Audino gave the treasurers report stating that the trust fund account at Edward Jones had \$38,384.83 in it as of today.

Paula stated that any checks over \$200.00 were to be discussed at the trustee meetings.

Joe stated that checks over \$200.00 should also be approved by the chairperson and treasurer.

Paula asked Cheryl Paul Bradley if she foresaw any large amount of spending in

the near future.

Cheryl Paul Bradley stated she did not unless some emergence arose.

Cheryl Paul Bradley stated that the FY13 budget was on track. The town had hired a new accountant and she was setting up her system of paying bills. Once Cheryl is informed of the new system she will submit the Library's bills.

Paula asked if new accountant had a second job.

Cheryl Paul Bradley stated she did not know much about her.

Cheryl Paul Bradley stated she had a budget meeting on December 20th with the Town Administrator. He had brought the library budget for FY 14 down from \$219,200.00 to \$194,964.00. This difference consisted of a 3% cost living raise which Doug stated could not be included in any department budgets until approved at town meeting. He also limited the library's Energy and Utility budget to two tanks of oil and not three as requested. This was done because in FY 13 the library only used two tanks of oil.

Cheryl Paul Bradley stated to Doug that last year was an exceptionally warm winter and if he looked back to previous years he would see the library used three tanks each year in a normal winter.

Joe asked if the library needed a third tank of oil would the town pay for it.

Cheryl Paul Bradley stated she had brought this up at the meeting with Doug and was told that if the library needed more oil there would be money in the reserve account for that purpose.

Cheryl Paul Bradley stated she had asked Doug to put in writing that if the library needed a third tank of oil the money would be available to fill the library's tank. To date she has not receive this in writing. Doug is still finalizing the FY 14 budget.

Paula stated she would write a letter to Doug requesting he put in writing if the library needs a third tank of oil funds will be available.

Cheryl Audino asked if Cheryl Paul Bradley was comfortable with the oil situation.

Cheryl Paul Bradley stated as long as she receives a commitment in writing

regarding the third tank of oil; she is ok with it.

Deb asked what happens if for some reason the library does not get the money for the oil they need.

Cheryl Paul Bradley stated the library has only gone over their oil budget once. That year was extremely cold and she went in front of the Advisory Board to request money for the extra oil. After stating why more oil was necessary she was given the money needed. Again if I receive it in writing from Doug regarding the third tank the library will be fine.

Joe asked with this decrease in the budget will it affect the library's state aid.

Cheryl Paul Bradley stated no, she had already sent her budget into MBLC.

Joe stated he wanted Cheryl Paul Bradley to keep track of all the library's oil deliveries.

Cheryl Paul Bradley stated she always keeps track. The delivery slip is given to her at the time of delivery. She then makes a copy and sends it down to the accountant to be paid. She also writes it in her calendar when oil is received.

Cheryl Paul Bradley stated the capital improvement request of \$15,000.00 for painting outside areas of the library might only be \$10,000.00. She was getting quotes for this work.

Deb asked why the town is paying for this work.

Cheryl Paul Bradley stated the library is a town building so any general upkeep of the building is paid through the town's capital improvement account.

Cheryl Paul Bradley stated she had received FY13 State Aid in the amount of \$2,807.19.

Deb asked how that amount compared to previous years.

Cheryl Paul Bradley stated it was \$300.00 less than last year.

Cheryl Paul Bradley stated that all the violations in the Building Inspectors report have been completed. There was a problem with the handicap bathroom due to

using the wrong part by the plumber. He would be in next week with the correct part.

Cheryl Audino asked if the library was busy over the holidays.

Cheryl Paul Bradley stated it was very busy all week. New Years Eve they had 52 patrons in one hour.

Joe asked if any other department oil budgets were being reduced and if so by what amount.

Cheryl Paul Bradley stated she had been told by the Town Administrator all department's oil budgets were cut. She did not know by what amount. There is a department head meeting next week and she hopes to find out how much each departments oil budget was reduced.

Joe asked who authorizes money if there is a major crisis at the library and there is no money in the current budget.

Cheryl Paul Bradley Stated she has authorized the work to fix the problem and then goes to the Advisory Broad through the Town Administrator in the past in order to acquire payment.

Cheryl Paul Bradley stated during the upcoming February vacation the library would once again host free ice-skating at the Cushing Ice Arena. This will be on Tuesday, February 19th from 10:30 A. M. to 11:30 A. M. This has always been a very successful program. There will be a craft on Thursday, February 21st at 10:30 A. M. in the activity room.

Joe made a motion to adjourn the meeting. Cheryl Audino seconded the motion and all were in favor.

The meeting ended at 4:42 P. M.