



Stevens Memorial Library  
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## Summary of Trustee Meeting February 4, 2013

Meeting started at 4:00 P.M.

Present: Paula Dowd, Margaret Donovan, Mary Kate Romano, Joseph von Deck, and, Cheryl Paul Bradley

Minutes from the January 7<sup>th</sup> meeting were read. Kate made a motion to accept the minutes. Joe second and all were in favor.

Cheryl Paul Bradley stated the FY 13 budget was on track. Bills were being submitted on Thursday which will reduce the current balance. Budget FY 14 was discussed at a meeting between herself and Doug Briggs on January 31<sup>st</sup>. Doug revised the library budget.

- Cheryl found errors in the salary budget. Staff Assistant Janet Peterson was reduced from \$17.66 per hour to \$14.02 per hour. Then changing the 2% increase to \$14.32 per hour.
- Custodian Bonnie Caouette hours per week were changed from 30 hours to 40 hours.
- The fuel budget was revised on January 19<sup>th</sup> from a request of 9,000 gallons at \$3.50 per gallon to 6,000 gallons at \$3.50 per gallon. Then on January 31<sup>st</sup> Doug again Revised the fuel gallons to 4,750 at \$3.50 per gallon. The final change was in the book budget it was correct from \$0.189 to \$0.19 which is the qualifying dollar amount for state aid.
- Professional Development and Travel was increased which will enable her to go to the annual MLC conference.
- The library Capital Improvement request for \$15,000 was decreased to \$12,500.

Cheryl Paul Bradley handed out statistics of the library's circulation, patron count, and library usage for the past three years and first seven months of this current year FY13. In all categories a sufficient increase was shown.

Cheryl Paul Bradley stated the library had sent the Town Administrator its annual town report and trust fund report.

Cheryl Paul Bradley stated that she will be taking vacation 2/21 & 2/22 as well as 2/25 – 3/4/13; returning 3/5/13

Cheryl Paul Bradley stated at the January 31<sup>st</sup> meeting with Doug Briggs he also informed her that the Stevens Municipal Building lease would be ending on June 30, 2013. The current tenants are looking to lease the building for ten years.

Paula stated a lease for ten year at current agreement was not acceptable.

Kate asked about the relationship with the Stevens municipal Building and library.

Cheryl Paul Bradley stated that the Stevens Municipal Building is a town owed building however any revenue from the building and use of the building go to and though the library.

Joe stated perhaps a one year lease at the current lease then a second year with a rent increase. Also who pays for the maintenance and utilities and what is the yearly cost of these? These are items that will have to be taken into consideration.

Kate asked if all the trustees could look at the leases. This would help them to understand the agreement.

Paula stated that the lease was not up until June so it gives the trustees time to discuss the lease. She will write a letter to Doug discussing new lease.

Margaret stated she would like the trustees to use trust funds to install cameras in the library. It has bothered her for quite some time that the staff is small and can, be everywhere the patrons are. Many items go missing.

Paula stated it was a good idea and would like to know the cost.

Margaret stated she would look into the cost for the March meeting.

All the trustees and director were in agreement about looking into cameras for the library.

Kate made a motion to adjourn the meeting. Joe seconded it and all were in favor.

Meeting ended at 4:50 P.M.