



Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA. 01430  
(978)827-4115 Fax (978)827-4116  
ashlibrary@net1plus.com

## Summary of Trustee Meeting

April 24, 2013

Meeting started at 4:00PM

Present: Cheryl Audino, Margaret Donovan, Paula Dowd, Debra Mercier, Mary Kate Romano, and Joseph von Deck

Paula called meeting to order.

Paula handed to all trustees a copy of the Town of Ashburnham Budget as of 4-1-13 Advisory Board Meeting.

Paula handed out an E-Mail from Doug Briggs Town Administrator. The E-Mail stated that a claim for unemployment benefits for a former employee had been received. This E-Mail showed the amount that needed to be paid out. Doug informed Paula in this E-Mail he excepted these benefits to be paid out of a library account.

Paula stated that she recalled at a trustee meeting when the termination was discussed, Cheryl Paul Bradley stated that if the library is forced to pay for unemployment it would have to come out of trust funds.

Paula stated that the town budget hand out clearly showed a line item for unemployment benefits. She felt that this is where the money should come from.

Joe stated he felt that the Town Administrator was playing a game. That our employees come under the library and therefore the library should not pay for this claim. Joe suggested we as a board write to the Town Administrator regarding this.

Paula made a motion to not pay the unemployment claim out of trust funds or any library fund. Kate second the motion, and all were in favor.

Paula asked Margaret to write a letter to Doug Briggs. State that as a board our understanding is unemployment benefits by law is a segregated fund. Our opinion is this claim should be paid from the town's budget line item, Unemployment Benefits.

Joe stated that since it is a line item in the town's budget this should be a non issue.

Kate stated "make a point to reference the town budget".

Deb asked what Doug meant by he is going to come after us for lawyer fees.

Paula stated that he was trying to be funny. Just ignore that.

Paula took all copies of Doug's E-Mail back.

Paula stated that she had nothing to report on the Director. She was informed that there was a meeting on Thursday, April 18<sup>th</sup>. It was between the Town Treasurer, Town Counsel, the Director, and the Director's lawyer. No one contacted her regarding the outcome of this meeting. Further, that she sent nasty E-Mails to everyone. Finally she heard from Doug Briggs stating the town treasurer Paul Pollastri would call her Monday, April 22<sup>nd</sup>. He didn't, so she sent him an E-Mail stating if he did not contact her immediately she would call an open meeting of the board and contact the papers. The Town Treasurer called and stated at the April 18<sup>th</sup> meeting he asked question of the Director and the Director's lawyer asked questions of him and town council. Each side decided to discuss the question asked and send response.

Paula stated that she was told that the Director had cancelled several scheduled meetings.

Margaret stated that it was hard to believe that the Director would deliberately cancel. Knowing the Director's love for the library this must be killing her and she would want to be back at work as soon as possible.

Kate stated that we have to write a letter to the town treasurer. Stating this is unacceptable and give him a date to finalize this investigation.

Deb said that we were told this would take two to three weeks. It has been six weeks.

Paula requested that Margaret write a letter tonight stating that if the investigation does not come to a resolution in two weeks from the date of our letter our intent is to reinstate the Library Director. The town can go forward with the investigation. Also mention that the board would like to know why the meeting on April 23<sup>rd</sup> was cancelled. This meeting was to be between the Treasurer and the Director that the library. Kate stated "ask if the meeting was rescheduled".

Joe stated that the board should have an open meeting when the Director is reinstated.

Kate stated that that would be the best way to handle the situation. that way if anyone attending the meeting had questions they could be addressed at the meeting.

Paula stated that when either the Director comes back or a new Director is hired depending on the outcome of the investigation. She would like the board to look at how checks are issued from the trust fund account. She has been going through the account and has questions on several checks. She feels some of these check should have been paid through the library town budget.

Margaret stated that Paula had asked Cheryl Audino to present a Treasurers' report at the February trustees meeting. At the February meeting Cheryl Audino gave her report consisting of stating the balance in the trust fund account.

Margaret stated that at the time Paula had no questions or concerns.

Paula stated that in the future she would like the board to vote on any checks being written out of the trust account.

Paula stated that she would like to have not only the Treasurer sign the check but the Chairman also.

Deb stated that at each monthly meeting the director should present all bill to be paid that month. This way the board understands how much is being paid out.

Kate stated that we should all be responsible for any money spent.

Paula stated that she would like to have a ledger so everyone can see what was spent.

Margaret stated that most checks written from of the trust fund account had been presented to the board prior to issuance.

Margaret asked Cheryl Audino if the Director showed her the bills for the checks that were going to be written.

Cheryl Audino stated yes.

Cheryl Audino stated that she was asked to be Treasurer after former trustee Barbara Hallowell resigned. She felt the Director knew what checks should be paid from the trust fund. No one has ever asked any questions about the checks.

Joe stated that in the future there will be no question because the board as a whole will approve all bills.

Margaret asked the board to approve a bill from Ashburnham Wine and Spirits. This bill is for the Boston Globe and New York Times January 2013 through April 2013.

Margaret also stated that after calling the respective papers it would only save the library a minimal amount to have the papers delivered to the library.

Paula made a motion that the bill be paid. Kate second and all were in favor.

Paula stated that she would like to look at all periodicals and newspapers. Especially the Wall Street Journal. She asked Margaret to have the staff keep a record of how many patrons read the journal.

Margaret stated that she would put the paper behind the circulation desk so a record could be kept.

Margaret stated that the pubic printer was not working. Keith had tried to fix it with no luck. She felt it should be replaced.

Paula stated that she would like to get a printer/scanner. This would enable the scanning all the bills, forms, etc., the library is now saving. It would help keep the clutter down. The papers scanned could be put on disc.

Deb stated that a printer/scanner was not that expensive and it was easy to scan and put it on a disc.

Paula asked Margaret to get some prices on printer/scanners.

Paula asked Margaret to look at what was downstairs for summer reading prizes.

Margaret stated that the Director and she usually went through all items the library had received through donations or promotions. Then they would make a list of items needed for baskets and prizes.

Deb stated that the items should be organized then nothing would go to waste.

Paula stated that she wanted all the trustees to get along and respect each other.

Cheryl Audino asked the board if when this investigation was resolved if she could attend the executive session. It would be a closure for her.

Paula stated that it would be the right thing to do.

All trustees agreed that Cheryl Audino be allowed to be present at the meeting.

The Board agreed that the next meeting would be May 14<sup>th</sup>.

Margaret made a motion to adjourn. Kate second, all were in favor.

The meeting ended at 5:12 P.M.

Attachments:

Attachment A - Letter to Doug Briggs written by Margaret Donovan at the direction of the Board. (Upon review Paula declined to send the letter as written and requested Margaret that it be changed, which she refused to do. Consequently Paula stated she would write the letter)

Attachment B – Revised letter to Doug Briggs written by Paula.

Attachment C – Letter to the Treasurer written by Margaret Donovan at the direction of the Board dated April 25<sup>th</sup>. (This letter was held at the request of Paula pending a report from the Town Treasurer to be issued on or about April 30<sup>th</sup>.)

Attachment D – Letter to the Treasurer written by Margaret Donovan at the request of the Board dated May 1<sup>st</sup> 2013 (This letter released by Margaret Donovan after leaving a message for Paula that the letter needed to be released and no response was forthcoming since report or information from the Town Treasurer was received).

These minutes were amended and approved by the Board of Trustees on 6/4/13.