

APPROVED
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Stevens Memorial Library
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Meeting Minutes from August 14, 2014

Present: Paula Dowd, Chair, Ed Vitone, Margaret Donovan, Paula St-Laurent-Kuel, Maggie Whitney and Mary Calandrella
Press: Reporters from the Gardner News and the Fitchburg Sentinel.

Meeting called to order at 4:11pm

Paula opened with some of the simple items on tonight's agenda. She stated that she was still waiting on a quote for the library bathrooms upgrades from Rotoman. She will check with the town on the bid process requirements. Paula informed and presented to the board a letter of resignation dated August 5, 2014 from Joseph Von Deck. Motion by Maggie Whitney to accept Joseph Von Deck's letter of resignation dated August 5, 2014, 2nd Paula St-Laurent-Kuehl; the vote was unanimous. The board thanked Joe for his many years of service.

Paula read the letter on the fines for the elevator from the Mass DPS. They're temporarily suspending all fines until the appeal process within their department has been finalized. Paula showed the changes made to the library's website from Comfort Zone. Ed suggested that Margaret check on the Gmail account along with the library's Net1Plus page as well. Paula asked Bonnie the library custodian to comprise a list of repairs needed around the library. This list will be reviewed by the board. Paula asked to replace the old worn out director desk chair and purchase a new one for the incoming director.

Paula presented the only resume sent over from the temp agency Bibilio. Ed said he reviewed the resume and was not impressed. He asked Paula to contact Bibilio and see if they have any other resumes for the interim position.

Paula received three more resumes for a total of 6 to date for the director's position. She stated that she also received three letters of interest for the "at large" member seat on the search committee. She is asking with the resignation of Joe from the board if there can be two at large members. Motion by Maggie Whitney to allow two "at large" members to sit on the search committee, 2nd Ed Vitone, vote was unanimous. The board then voted by secret ballot their two choices from the three letters of interest and the successful

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candidates were Candace Wright and Melanie Gallo. Ed and Paula will notify them both by telephone tonight.

Paula stated that the town will be paying for the written report from the Audit so they may have a copy for their files as well.

Paula was notified by the town that the heating contract was awarded to Roy Bros this year. Paula will check on the libraries portion of this contract.

Ed stated that the budget that he previously prepared was incorrect as he was not aware of the longevity payments that are paid out to qualifying employees, including a \$1000 payment made in July to the former director. He will speak to Barbara Brown to get those figures to be added to the library budget. Ed also suggest that an article be prepared for the town's fall town meeting to asked for monies from the town to cover the unexpected former director's pay out and the increase in salary for the incoming director's position. These are expenses that were not anticipated when the budget was approved.

Ed presented a side by side comparison on the lease costs of three copiers, two from Xerox and one from Canon. After much discussion Motion by Maggie Whitney, to lease a Xerox Model WC3635 MFP, 2nd Paula St.Laurent-Kuehl, vote was unanimous.

Ed went over his detailed library survey questionnaire. He contacted 13 other comparable communities and ask a series of questions. His overall conclusion is that we are not doing business similar to many of the other communities and do need improvements. He also revisited the director survey previously completed and determined from the survey that the new's director's salary range should be \$ 61,000- \$ 72,000.

Paula and the board thanked Ed for all his efforts made on both reports.

All board members were handed out the room rental policy and ask to review and to come back to the board with suggestion on new rates and policies at the next meeting.

Ed spoke to the board with regards to the library holding funds in money market accounts. He stated that this practice is illegal and suggested that after coming up with an agreement with the town as to which funds generated by the library are expendable by the town and which funds are not. Paula St.Laurent-Kuehl was uncomfortable with this suggestion and questioned why they are now being pushed into this. Both Margaret Donovan's and Paula St.Laurent- Kuehl's past knowledge of alleged misused library funds make them very apprehensive in allowing the town to handle the libraries monies/accounts. Ed said only after an agreement is made between the Library and the Town no monies will be transfer. He did add that over the years there have been several notifications made to the library on this same topic from current and past town administrators.

Maggie put together a task list for all members to account for tasks that are assigned at meetings to the members. This way all members know what is expected from them. This list will help at year end for the town's annual report.

Margaret received an invoice that needs a breakdown for a partial payment to be paid from JL Extreme painting in the total amount of \$ 11,860.00. Once the breakdown invoice is received it will be submitted on the next warrant. Louise Reid requested to be on September's meeting agenda to discuss her upcoming book sale.

Dot Monroe asked to place applications and a poster for an art contest for the 250th celebration at the library's front desk. The board allowed these items for the 250th celebration committee.

Charlene Sawyer asked to rent the hall again for Thanksgiving.

Margaret spoke to Doug and a bond is required for one or two of the board members. Margaret will check into costs.

Paula discussed the letter received by the Inspector General's office requesting documents from the library. There are thirteen items requested from meeting minutes to receipts from 2009 to present. The board will work on copying all documents on Friday and over the weekend if necessary. Once all documents are located and copied they will be sent to the Inspector's office by the due date of Tuesday, August 19, 2014.

Motion by Maggie Whitney to adjourn at 6:48pm, 2nd by Paula St.Laurent-Kuehl vote was unanimous.

Respectfully submitted by: Mary Calandrella