



Stevens Memorial Library
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Summary of Stevens Memorial Library Trustees Meeting
January 14, 2014

Present: Paula Dowd, Margaret Donovan, Paula St. Laurent Kuehl, Debra Mercier, Joseph von Deck, and Cheryl Paul Bradley

Meeting started at 4:00 P.M.

Paula Dowd called the meeting to order.

Joe made a motion to pass over the reading of the meeting minutes of December 3rd, December 10th, and December 13th so the Board members could read them at their leisure. Then at the February meeting the Board could amend or approve them.

Paula Kuehl seconded the motion. All were in favor.

Paula Dowd stated that Paul Pollastri's concerns about the debit card had been straightened out. She also stated that she had received an email from Doug Briggs stating the Library had missed the warrant.

Cheryl stated that the bills payable had been finished on Thursday, December 19th but had not been brought to Town Hall until 5:00 P.M. The staff had been very busy serving patrons. Cheryl stated that the Accountant had left Town Hall at 4:00 P.M.; therefore, she had not received the bills that day.

Paula Dowd stated that she would like to talk about book fines. She had heard that a Library had asked for a can good or a box of cereal rather than money. The Library had then given the collected goods to their local pantry.

Cheryl stated that she liked the idea and felt that most patrons would support the program.

Deb stated that she had always appreciated that the Library did not have fines. She went on to say that it would be nice to donate to a good cause.

Joe asked if this would take away from any other community program.

Cheryl stated that she did not think so. She said that would contact the two local food pantries.

Deb stated that it would be good to know what the pantries need.

Paula Dowd made a motion to try the can goods for fines.

Paula Kuehl seconded the motion. All were in favor.

Paula Dowd stated that she had received the new contract for the Piano Museum and handed a copy to each Trustee and Cheryl. She continued that she had been informed by Doug Briggs that the lease would not go the full ten years. He stated that the Fredericks indicated to him they would be retiring in a few years.

Cheryl stated that the new contract was missing section 16.

Paula Kuehl stated that it looked as though it was missed numbered.

Paula Dowd stated that she would check with Doug on the missing section.

Joe stated that in the old lease, there had been an option to renew for ten years. He did not see it in this one.

Paula Dowd stated that she had asked Sylvia if she had the original bequest and heirs' letter for the Stevens Building. Sylvia had told her that she didn't have anything but Linda Ramsdell (Town Clerk) would have it.

Paula Dowd went on to say she had asked Linda for the papers and Linda had said that she would look for them.

Cheryl stated that the Town should have received a letter after the Attorney's General ruling.

Paula Dowd asked Cheryl if she had satisfied the person who had wanted railroad information.

Cheryl stated that the gentleman had come in and had apologized to her for any miss understanding. She had given him some information and was currently acquiring the remaining information for him. She had to scan some pictures. She was asking around to see who had a scanner.

Deb stated that the Library copy machine had a scanner.

Cheryl asked if there was software that came with the copier.

Margaret stated that the scanner was not connected but there should be software in the copier box. She stated that they had left everything in the box and put the old copier in there because it could be used as a backup.

Paula Kuehl gave her Treasurer's report. She handed out her report to the Trustees. She stated that on December's statement there had been a \$35.00 fee for the debit card. All checks had cleared.

Cheryl stated that if the debit card had been cancelled there should not have been charged a fee.

Paula Kuehl stated that she would call Edward Jones.

Paula Dowd handed out Doug Briggs response to the Trustees letter of December 13th to the Assistant Treasurer/Payroll.

Before discussion started, Paula Dowd asked Cheryl to leave the room.

Paula Kuehl stated that she strongly disagreed with the response. She said that had done the math and the financial cost to the Town was irresponsible.

Deb stated that with Cheryl's current benefits, she would be out close to five months.

Joe stated that the Library was still recovering from the investigation. Cheryl would have to start taking her time now in order to use it all by June 30th.

Deb stated that she felt that the Town Administrator was trying to control the Trustees. She said that he was taking authority away from the Board. She felt that the Board should insist on a check being issued.

Paula Dowd stated that the Town Administrator had made up his mind. She said that the Board could write another letter but she doubted it would do any good.

Deb stated that the Board should write a strong letter insisting that a check be issued.

Paula Kuehl stated that the letter should state the Board's concerns about the financial burden.

Margaret stated that if the vacation time has been put in the FY14 budget then the money is there. She asked why there was an issue with writing a check for those hours.

Deb made a motion that the Trustees write a letter to the Town Administrator stating a check be issued to Cheryl Paul Bradley for her FY13 time.

Paula Kuehl seconded the motion. All were in favor.

Paula Dowd asked to see the letter before it was sent.

Margaret stated that the letter had to be signed by all the Trustees before it could be sent. She said that it would be ready by Thursday, January 16th for Paula Dowd to review.

Cheryl was called back into the meeting.

Joe asked Cheryl if there was a substitute for her when she went on vacation.

Cheryl stated that a sub would come in, because it was library policy that two staff members be present at all times.

Cheryl gave her Director's Report (see attached).

Cheryl stated that the information for the Town report was due February 6th and Sylvia would like a picture of the Trustees.

Cheryl stated that she would take a picture of the Board members at the February 4th meeting. Also Paula Dowd would have to prepare a report on the Library's past year. Paula Kuehl would have to prepare a Treasurer's Report.

Paula Dowd told Cheryl to write the report.

Cheryl continued that FY14 was on track.

Cheryl stated that Paula Dowd, Joe, and she had just returned from a budget meeting with Doug Briggs. He had told them if the Library wanted to add a part time staff member it should be paid by Trust Funds. Paula Dowd, Joe, and she had all stated that they wanted it as part of the Library Budget for FY15. Doug had gone on to say that if this part time position was approved he wanted the hours changed from 20 to 19. At 19 hours the Town pays no benefits.

Cheryl stated that a third staff member was very necessary. The Library is very busy and many times downstairs is unattended. This creates security issues.

Margaret stated that having someone down there helps deter not only young patrons but any patron from inappropriate behavior.

Paula Dowd stated that along with another staff member, the Library has to get information on cameras for down there.

Cheryl stated that she had asked for a quote from the company who was putting security cameras up for the Town. They had not gotten back to her. This is something she would be working.

Paula Kuehl asked if Cheryl would be looking at just a tape system or monitoring system.

Cheryl stated that she would like a system that monitors with audio.

Deb stated that Cheryl should ask the Police Department what might be a good set-up.

Cheryl stated that the printer used by the public computers needed a new drum. She went on to say that this part is very expensive.

Margaret stated that the printer should still be under warranty. It was purchased in May or June at Staples.

Paula Kuehl looked back in the checkbook and stated it was bought on May 31st.

Cheryl stated that she would call Staples to see what they could do.

Margaret made a motion to adjourn the meeting.

Joe seconded the motion. All were in favor.

Meeting ended at 5:03 P.M.