



Stevens Memorial Library  
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**ATTENDEES:**

Chairman Ed Vitone, Vice Chairman Margaret Donovan; Treasurer Paula St.Laurent Kuehl; Secretary Maggie Whitney and new member Candace Wright

**ABSENT:**

Paula Dowd

**GUESTS:**

Advisory Board Chairman Bill Johnson

**PRESS:**

Joseph Benavidez from the “*The Gardner News*”

**CALL TO ORDER**

- The meeting was called to order by Chairman Ed Vitone at 3:03 p.m.

**APPROVAL OF AGENDA**

- The agenda was read and accepted with one additional line item – Stevens Memorial Library closings during the holiday season.

*A motion was made by Paula St. Laurent Kuehl to accept the “Agenda” with the change and it was seconded by Maggie Whitney.*

**IMPROVEMENTS TO LIBRARY FINANCIAL PROCESSES**

A conference call was held during the Trustee meeting with Cindy Roach and Erin Williams-Hart from the Massachusetts Board of Library Commissioners (MBLC) to discuss Library’s Financial Policies and Procedures. Issues were discussed and resolved.

**Issue: Friends used Library’s Tax ID**

**Resolution:**

- Friends now incorporated and their new name is “Friends of **Ashburnham’s** Stevens Memorial Library”
- Friends will now have their own EIN Number and will no longer use the Library EIN Number
- A 501C application has been submitted but there is a three (3) Month IRS backlog and IRS approval expected by the end of the year.

**Issue: Petty Cash \$200 (high)**

**Resolution:**

- Petty cash of \$200 was the previous policy but now changed to \$50 with cash + receipts in cash box and to always equal \$50 and no more. There is a separate lock box. The amount of \$150 petty cash was returned to the town. *(This was voted at a previous meeting.)*

**Issue: Library Policies**

**Resolution:**

- All library policies and procedures will be reviewed or newly instituted and plan to review one per month.

**Issue: Library sold books**

**Resolution:**

- Since the library is not allowed to sell books by MA state laws, the book sales will now benefit the “Friends of Ashburnham’s Stevens Memorial Library.” This is similar to other MA libraries.

**Issue: Cash solicited for charity (Food Bank) at Library**

**Resolution:**

- Food bank donations: Donations of food are acceptable to the library but not cash or checks.

**Issue: Cash management process very weak**

**Resolution:**

- Quicken software purchased to record every cash transaction
- Use pending installation of upgraded computer system
- Currently replicating process with accounting logs
- Cash reconciled to logs at close of business each day
- Cash to be turned over to town weekly by uninvolved person
- Town “turnover receipt” reconciled to weekly log
- Cash management policy in process
- MBLC recommended that one person count the money and a different person deliver the money in order to keep library controls in check.

*A motion was made by Paula St. Laurent Kuehl to return cash to the town weekly and it was seconded by Maggie Whitney. The vote was unanimous.*

**Issue: Fees not remitted to Town’s general fund (Room rental, Fax/Copy fees, Lost book fees)**

**Resolution:**

- Fees to be remitted to town
- By Library Staff weekly
- MBLC recommended that one person count the money and a different person deliver the money in order to keep library controls in check.

**Issue: Proceeds from Whittemore Trust held by Trustees**

**Resolution**

- Town Counsel review of Whittemore Trust indicates distributions to be held by Town
  - MBLC suggests MOU between Town and Trustees
  - MBLC review of MOU drafted by town counsel suggests two changes
    - Library to accrue interest on funds
    - Additional funds transferred to town exclude funds which stipulate management by trustees
  - Disbursements from fund via town warrant process upon approval of Trustees
    - Disbursements to follow municipal spending requirements
  - Trustees will close Money Market Fund and transfer full balance to Town pending approval of MOU by Selectmen
  - Disbursements to follow municipal spending requirements

**Issue: Paying contractors for summer programs before the class.**

**Resolution**

- Library Director Emily Donnelly will work the Town Accountant Tanya Gaylord
- Possibly have the “Friends” support the program as they have in the past
- There is more flexibility for the “Friends.”

*A motion was made by Maggie Whitney pending an executed MOU by the Trustees and the Board of Selectmen to close the money market account, transfer the funds to the Town in an interest bearing account, and disburse funds using the town’s by-weekly voucher . The motion was seconded by Candace Wright. The vote was unanimous.*

**Issue: Monetary gifts to Library not held by town**

**Resolution**

- Trustees will establish “gift account” with Town for Donations and In Memory Gifts

*A motion was made by Margaret Donovan to establish a separate line item gift account with the town and it was seconded by Paula St. Laurent Kuehl. The vote was unanimous.*

**Issue: Funds held at Athol Saving Bank**

**Resolution**

- Athol Savings Account to be closed once Gift and other fund accounts opened by the Town
- Allocate \$229.46 in account on July 2, 2014 using distribution from adjusted deposit records per Paula St. Laurent Kuehl’s recommendation:
  - \$95.62 to Town
  - \$131.91 to Library
  - \$1.93 to Friends

*A motion was made by Margaret Donovan to close the Athol Savings Bank account and place the remaining amount in the correct accounts as noted by Paula St. Laurent Kuehl’s recommendation and it was seconded by Maggie Whitney. The vote was unanimous.*

**Issue: Warrants not formally reviewed and approved by trustees**

**Resolution**

- Ed Vitone stated that there is no formal warrant process.
- The MBLC stated that it is not unusual for all to sign.
- It is also possible to have the treasurer and one other person to sign the warrant.
- The warrant book would be available at the Trustee meeting for trustees to review and sign. This process is done by the Ashburnham-Westminster Regional School District (AWRSD). Advisory Board Chairman Bill Johnson noted that the AWRSD has a sub-committee that is responsible for signing the warrants.

*A motion was made by Maggie Whitney to have Chairman Ed Vitone and Treasurer Paula St. Laurent Kuehl sign the warrant but have the warrant book available at the meeting for the trustees to review. The vote was unanimous.*

At the conclusion of the conference call with the MBLC, Cindy and Erin congratulated the Trustees for their great job pulling this together in such a short time and create transparency and accountability. Ed Vitone thanked the MBLC of their help in this process.

Advisory Board Chairman Bill Johnson agreed that the changes will bring a level of comfort for everyone.

Library Director Emily Donnelly noted that a check was made out to the “Friends” by mistake. The MBLC suggested that check(s) should be made out to the library. It would then be given to the Assistant Treasurer Barbara Brown and receive a receipt. It was decided that a new check be written to the library.

*A motion was made by Margaret Donovan to have a new check written to the library and turned into the town to the assistant treasurer and seconded by Paula St. Laurent Kuehl. The motion was unanimous.*

**APPROVAL OF MINUTES**

- **October 7, 2014 - Regular Meeting**  
*A motion was made by Margaret Donovan to accept the amended October 7, 2014 meeting minutes and it was seconded by Paula St. Laurent Kuehl. Candace Wright abstained because she was not a trustee at the time. The motion passed by the majority.*
- **October 20, 2014 - Emergency Meeting**  
*A motion was made by Margaret Donovan to accept the October 20, 2014 minutes as presented and it was seconded by Maggie Whitney. Candace Wright abstained because she was not a trustee at the time and Paula St. Laurent Kuehl abstained as well because she was unable to make the meeting. The motion passed by the majority.*
- **October 20, 2014 - Joint Meeting with Board of Selectmen**  
*A motion was made by Margaret Donovan to accept the amended October 20, 2014 minutes and it was seconded by Maggie Whitney. Candace Wright abstained because she was not a trustee at the time. The motion passed by the majority.*

## DIRECTOR'S REPORT

- Approved the change in funding source for laptop payment.

*A motion was made by Paula St. Laurent Kuehl to rescind the cost of the laptop from capital planning and take the money from the money market and it was seconded by Maggie Whitney. The vote was unanimous.*

- Library Director Emily Donnelly reviewed the Budget with the trustees. There is a possibility that the budget may have a deficit but will know more by the end of the fiscal year.
- The purchase of a new “Book Drop” was discussed. It was noted that it could cost \$6,000. The “Friends” previously gave the library \$2,000 to help with the cost of the purchase but the “Book Drop” was never purchased. The “Friends” have agreed again to give the library \$2,000 to purchase the new “Book Drop.” Library Director Emily Donnelly stated that she hoped to have this purchased before the first snow storm. Advisory Board Chairman Bill Johnson suggested that she check with AWRSD that could be a savings. Ed Vitone stated to get a definite cost and if necessary, the Trustees will schedule another special meeting to finalize.
- Director Emily Donnelly discussed the possibility of a contract position to help with the weeding of the library collection. She noted the following:
  - Over 30,000 items that need weeding
  - Children’s collection could be replaced and/or improvedHave a contract person to complete this process

She noted that the Massachusetts Library Association (MLAA) money has not been spent and could be used to hire the contract person at a professional rate. The requested rate is \$25 to \$35 per hour and not to exceed \$9,000.

Candace Wright suggested that the Director try to negotiate a rate closer to \$25/hour than \$30.

*A motion was made by Paula St. Laurent Kuehl to authorize Library Director Emily Donnelly to hire the contract person, used the Massachusetts Library Aid Association (MLAA) money but cap at \$25 to \$35 dollars and possible obtain that person at the lowest rate to week the library collection and seconded by Candace Wright. The motion was unanimous.*

- Library Director Emily Donnelly discussed the “Holiday Closing” hours for the library She stated the following:
  - Close early the Day after Thanksgiving
  - Close at 3 p.m. on Christmas Eve
  - Open day after Christmas
  - Close at 5 p.m. on New Year’s Eve
  - Possibly provide programs during the school vacation (12/23/2014 to 1/25/2015).
- Christmas party celebration for the Library Trustees  
The Trustees agreed this would be a good idea but no definite plans were made at this time.

- The updated “Room Rental Policy” was discussed with recommendations by Library Director Emily Donnelly but not finalized. There will be a special meeting to discuss and hopefully finalize on Monday, November 17, 2014 at 4 p.m.
- Snow Policy
  - For the past two years, for inclement weather, the library closed when the school closed. Per Margaret Donovan, this was voted on by the trustees but she could not find this policy in the documentation. This policy will be reviewed in the December monthly meeting.

(NOTE: The full Library Director Report will be available on the Town’s website.)

### **OLD BUSINESS**

- A summary of a discussion with Town Administrator Doug Briggs, Library Trustee Chairman Ed Vitone and Library Trustee Vice Chairman Margaret Donovan on October 28, 2014 regarding staff addition was presented. Each trustee was given a copy of the presentation and post meeting email correspondence. This additional staff member, if approved, would occur in the FY 2016 Fiscal Year. We are currently in FY 2015 Fiscal Year.

### **NEW BUSINESS**

#### **Reception Library Director Emily Donnelly**

- Discussed the “Reception” for Library Director Emily Donnelly and the trustee will partner with the “Friends.” It will be held on Wednesday, November 19, 2014 from 6:00 p.m. to 8:00 p.m.
- *A motion was made by Maggie Whitney to partner with the “Friends” and it was seconded by Paula St. Laurent Kuehl. The vote was unanimous.*

#### **Finance Committee Appointment per Library Trustees By-Laws**

- Ed Vitone explained that per the Library Trustees By-Laws a Finance Committee needs to be appointed. The Finance Committee will consist of the Library Trustee Treasurer who will chair the committee; the Library Trustee Committee Chair; a Library Trustees member and the Library Director but the director is a non-voting member. Ed Vitone then asked the trustees if anyone was interested in this position. Candace Wright said she was interested in the position. Ed Vitone then appointed Candace Wright to the Finance Committee.
- The first meeting of the Finance Committee will be held on Tuesday, November 25, 2014 at 3:30 p.m. at Stevens Memorial Library in the Malcolm Stewart Room.

### **DRAFT ROOM USE POLICY BY LIBRARY DIRECTOR EMILY DONNELLY**

- After a lengthy discussion, it was decided that the trustees and the library director needed more work on the “Room Use” policy and scheduled another meeting on Monday, November 24, 2014 at 4:00 p.m. to review, discuss and hopefully finalize the policy. Library Director Emily Donnelly also mentioned to have the policy reviewed by Town Counsel Deb Phillips.

## **ADJOURNMENT**

- Since this was a marathon meeting, it was decided to adjourn and discuss the remaining items at another meeting:
  - Review of Trustee Action Item List (Secretary)
  - Correspondence by the secretary
  - Length of time required for Record Retention
  - Thank You Letter to Administrative Clerk Mary Calandrella with response
  - Notes from Green Community Level 2 Audit Meeting
  - Stevens Memorial Library Telephone Listing

### **New Business:**

- Trustee Bylaws – Distribute
- Trustee Orientation – Notes from October 1 MBLC/MLS Meeting
- Trustee Report Cards – Baseline

### **Review Vision Statement**

- Develop specific steps and time table
- Timing of Director's Goals and Objectives

*A motion was made by Maggie Whitney to adjourn the meeting and it was seconded by Paula St. Laurent Kuehl. The vote was unanimous. The meeting adjourned at 5:39 p.m.*

Respectively Submitted,

*Maggie Whitney*

Library Trustees Secretary