



Stevens Memorial Library  
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**ATTENDEES:** Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent Kuehl, Secretary Maggie Whitney, Paula Dowd, Candace Wright and Library Director Emily Donnelly.

**ABSENT:** Paula St. Laurent Kuehl excused herself from the meeting at 4:36 p.m.

**GUESTS:** No guests attended.

**PRESS:** No press attended.

#### **CALL TO ORDER**

- The meeting was called to order by Chairman Ed Vitone at 4:05 p.m.

#### **APPROVAL OF AGENDA**

- One change was made to the agenda. To move the Treasurer's report to Item #4 because Treasurer Paula St. Laurent Kuehl was unable to attend the entire meeting.

*A motion was made by Margaret Donovan and seconded by Paula St. Laurent Kuehl to accept the agenda as read and to move the Treasurer report Item #4. The vote was unanimous.*

#### **APPROVAL OF MINUTES**

*A motion was made by Margaret Donovan and seconded by Candace Wright to accept the November 4, 2014 regular meetings minutes as read and to include one correction. The vote was a majority with Paula Dowd abstaining because she was unable to attend the meeting.*

*A motion was made by Paula St. Laurent Kuehl and seconded by Candace Wright to accept the November 17, 2014 minutes (Room Use Policy Meeting) as read and the vote was a majority with Paula Dowd abstaining because she was unable to attend the meeting.*

#### **TREASURER REPORT**

- Treasurer Paula St. Laurent Kuehl reported the monthly financial picture for October 31, 2014 and November 28, 2014.

*A motion was made by Candace Wright and seconded by Margaret Donovan to accept the October 31, 2014 and November 28, 2014 reports and the vote was unanimous.*

### **TREASURER REPORT (Continued)**

- The Athol Savings Bank account was closed on November 26, 2014.
- Money Account remains opened until two checks clear. There was a \$35 annual fee for the Money Account.
- Mutual Funds will stay open with no changes.

### **FINANCE COMMITTEE REPORT**

- The Finance Committee (Chairman Paula St. Laurent Kuehl, Trustees Chairman Ed Vitone, Director Emily Donnelly and Candace Wright) met for the first time on November 25, 2014.
- Director Emily Donnelly presented the proposed FY2016 budget and the committee reviewed each line item.
- Discussed the possibility to add the library elevator yearly check with the town, i.e., Town Hall, Public Safety Building.
- Discussed and still in process is the alarm system.

### **DIRECTOR'S REPORT BUDGET UPDATE**

- Director Emily Donnelly presented the proposed FY2016 budget and the committee reviewed each line item. The budget includes funding for one additional Library employee and the temp rate has been adjusted from \$10 to \$11.50 per hour.
- Director Emily Donnelly stated that the library is currently on track with the current year budget.
- A letter will be sent to Attorney Erb regarding the Whittemore Charitable Trust to institute how to funds are to be transmitted to the Town for the benefit of the library.

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to send a reference letter to Attorney Erb regarding the Whittemore Charitable Trust to institute how to transmit the funds and the vote was unanimous.*

### **LIBRARY STATUS - REPAIRS & MAINTENANCE**

- Director Emily Donnelly noted that the elevator yearly cost is \$4,513.80 and it does not include the yearly check of the handicapped chair lift. She also noted that this price is high compared to the town's elevator costs and is in the process to check other elevator companies for quotes. The Town Hall cost is \$1600 and the Public Safety Building is \$2800. The current elevator contract is for 20 years which does not follow town or state regulations. The contract expires in 2018 and Town Counsel Deborah Phillips has been asked to review the contract for possible opt-out.
- Director Emily Donnelly is looking into a new HVAC company for the spring.
- The boiler is shared in a town contract.
- The "Summer Reading" program flyer will be mailed in the May 2015 Ashburnham Municipal Light bill.
- Postage need has decreased.

### **DIRECTOR’S REPORT (Continued)**

- The FY2016 budget must be submitted to Town Administrator Doug Briggs next week.

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the FY2016 budget of \$199,490 (a 2.7% increase) and the vote was unanimous.*

- Director Emily Donnelly received the “Commonwealth of Massachusetts Board of Library Commissioners Certificate of Librarianship.” She is now certified as a professional librarian in accordance with the provisions of Chapter 78, Sections of the law of the Commonwealth of Massachusetts. The certificate is granted on the basis of graduation from an ALA accredited library school program. This was a requirement per the hiring process.
- There was a discussion on pulling the wire for the new computers. Electrician Joe Olivari was asked for a quote and stated that he was unable to quote an exact cost.

*A motion was made to place a \$3000 cap on pulling the wire for the new computers that will be done by Electrician Joe Olivari and if it costs more, the additional amount will be discussed by the Library Trustees. The vote was a majority because Maggie Whitney recused herself because Electrician Joe Olivari is her husband’s cousin.*

### **WEEDING CONTRACT**

- The Trustees reviewed the book weeding contract and agreed to take out #8 which discusses arbitration.
- Director Emily Donnelly stated that the library book collection is in dire need to be weeded. This has not occurred since 2006 and industry standard is every three years.

### **BOOK DROP REPLACEMENT**

- Director Emily Donnelly plans to go with Gaylord to replace the outside book drop.
- The cost for the book drop is \$4620.35.
- The current book drop does not allow DVD’s dropped in the book drop due to the possibility of damage.
- The “Friends” have agreed to give \$2100 to the library to help pay for the book drop.
- Plan to look into someone who would take the old book drop for scrap metal.
- Possibly raise the foundation of the new book drop 4” for protection.

*A motion was made by Margaret Donovan and seconded by Maggie Whitney to use the Whittemore trust funds for the \$2520.35 balance and the vote was unanimous.*

### **LIBRARY CLOSING POLICY**

- Director Emily Donnelly met with Highway Superintendent Steve Nims to discuss inclement weather at the library. The Director presented a revised Closing Policy for Trustees to consider.

*A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the proposed policy and the vote was unanimous.*

### **NEXT LIBRARY POLICY**

- Director Emily Donnelly will submit another policy (TBD) at the January 6, 2014 meeting.

### **PERSONNEL**

- A new volunteer will start on Friday, November 5, 2014.
- Trustee Margaret Donovan has agreed to help by working on Fridays.

### **PROFESSIONAL DEVELOPMENT**

- A brief discussion occurred comparing where the employees are now and where they want to be in the future. Enrolling in library courses is encouraged.

### **PROGRAMMING**

- Director Emily Donnelly plans to have three programs (January/February/March 2015) and the cost is \$70 each for a total of \$210 which is the instructor's rate.
- Chairman Ed Vitone stated that was a reasonable cost for the program.
- Add this as budget line item for \$5000 with breakdown.
- A 1099 Form will be sent to the instructor but done through the Town Hall.
- The money would be taken from the state grant.

*A motion was made by Margaret Donovan and seconded by Candace Wright to use the money from the state grant and the vote was unanimous.*

### **SECRETARY REPORT**

- The "Action Item List" was reviewed by the trustees.
- The original list began with 149 items and to date have 9 items remaining.
- Originally it was agreed and voted by the Library Trustees at the October 7, 2014 to have the "Action Item List" placed on the website.

*A motion was made to rescind the vote of October 7, 2014 to place the "Action Item List" on the website and the vote was majority. Candace Wright abstained because she was not on the Board of Trustees at the time. The "Action Item List" will not be placed on the website.*

- The following items were distributed to the Board of Trustees for their review:
  - 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
  - Telephone numbers

### **CHAIRMAN REPORT**

- Chairman Ed Vitone distributed the following to the Board of Trustees:
  - Trustee Bylaws
  - Trustee Orientation – Notes from October 1 MBLC/MLS Meeting
  - Trustee Report Cards – Chairman Ed Vitone asked the trustees to complete the “Trustee Report Card” and place in his library mailbox before next meeting. This will be the baseline. He will compile the results.
  - The “Individual Trustee Report Card” is for Trustees personal use only.
  - Review Vision Statement - Develop specific steps and time table at a regular meeting or special meeting. This will be a start for the “Library Strategic Plan.”
  - Agreed to invite the “Friends” to our meetings.
  - Timing of Director’s Goals and Objectives -- it was agreed to have Director Emily Donnelly to submit her goals and objectives at the January 6, 2014 Board of Trustees regular meeting.

### **GIFT RECEIVED**

*A motion was made by Margaret Donovan and seconded by Candace Wright to accept the telephone donations given by Mrs. Vitone and the vote was a majority because Chairman Ed Vitone recused himself because the donation was made by his mother.*

### **LIBRARY HOLIDAY BREAKFAST**

- It was agreed that the Library Trustees will hold a “Library Holiday Breakfast.” This will include the Director, the employees, temporary help, volunteers and the “Friends.” A suggestion for breakfast was the **873 Café** located in Ashby, MA at 8:00 a.m. Director Emily Donnelly will notify the staff, select a date and place.
- The Trustees will pay for the “Library Holiday Breakfast” and no town funds will be allotted.

### **ADJOURNMENT**

*A motion was made by Margaret Donovan and seconded by Candace Wright to adjourn the meeting at 6:23 p.m. and the vote was unanimous.*

Respectively Submitted,

*Maggie Whitney*

Library Trustees Secretary