



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
978-827-4115 Fax 978-827-4116
stevensmemoriallibrary@gmail.com
www.ashburnhamlibrary.org

Summary of Stevens Memorial Library Board of Trustees Meeting

March 4, 2014

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

Speaker, Drew Benson of Edward Jones

Meeting started at 4:06 P.M.

Paula Dowd called the meeting to order.

Drew Benson spoke to the Board about the Library investments and options available to the Board.

The Board requested the information be sent to Paula Kuehl on the different funds mentioned. These would be discussed and then Paula Kuehl would notify Mr. Benson regarding our decision.

Mr. Benson left the meeting at 4:26 P.M.

Directors Report: (see attached)

Cheryl gave a budget report. She stated the FY 14 Budget was on track. She had received a final copy of Budget FY15. The book budget was off by \$624.00; however the requested part time staff member was in the budget. She stated she would email Doug about the book budget.

Paula Dowd asked Cheryl if she had sent the Advisory Board a packet explaining the need for the part time staff member.

Margaret stated she had not heard from the Advisory Board with a meeting date. She had Cheryl email Chairman Bill Johnson on February 11th. It had been discussed at the last meeting to send the packet after a meeting date was set.

Paula Dowd stated to send the Advisory Board a packet with information on why we feel the part time staff member is necessary. She continued they will probably set up a meeting once they receive it.

Cheryl stated that on February 28th there had been another problem with the upstairs kitchen pipes. She continued that she would like the Trustees to give her the authorization to have the pipes and walls insulated so in cold weather there wouldn't be any issue.

Paula Dowd stated it was very necessary to have this done. We don't want to have this continue every winter. She also asked Cheryl to have the chimney in the attic looked at.

Joe made a motion giving Cheryl the authorization to have the pipes and walls insulated; along with fixing the attic chimney.

Paula Kuehl seconded the motion. All were in favor.

Cheryl went over the water damage of January 3rd. (see report)

Cheryl asked Paula Dowd if Tanya had gotten back to her with the law regarding not shredding patron's information.

Paula Dowd stated she would see Tanya tomorrow and get the information.

Margaret stated she had been informed by a rep for a shredding company there were federal laws mandating public agencies to shred client's personal information. She would have the material sent to her.

Cheryl stated Sylvia was still waiting on a quote from Guardian for the Library computers.

Paula Dowd stated Sylvia had asked her if the Library had wanted to purchase computers. She stated Sylvia had asked Cheryl and had not heard back.

Margaret stated she had talked to Sylvia on January 30th when Doug told her new computers had to be purchased through Guardian. Margaret stated the Library would like to know how much it would cost to purchase. She told Sylvia Cheryl would send her the specs for the desired computers; which Cheryl did that same day stating in her email to purchase.

Kate stated it was in the February 25th email from Sylvia she was waiting for a price.

Cheryl asked Paula Dowd if she would get a copy of the fuel and oil burner contract from Sylvia and also the schematic on the camera the town installed on the chimney of the Library.

Paula Dowd asked Cheryl why she wanted the schematic.

Cheryl stated if there was any problem with the camera the installers would come to her for information.

Paula Dowd stated she would get everything from Doug tomorrow.

Cheryl went over the information about the chairlift inspection. The inspection will be on March 26th. After the inspection she and the inspector will send in a Civil Fine Waiver.

Cheryl asked the Trustees to approve \$150.00 for the February skating at Cushing.

Kate made a motion to pay \$150.00 to Cushing for skating.

Deb seconded the motion. All were in favor.

Cheryl asked the Trustees to vote \$2000.00 for Summer Reading.

Paula Dowd stated that the Board approved \$1500.00 last year and Summer Reading was very successful.

Margaret stated last year the Friends of the Library donated all craft supplies and paid for the beginning and ending party. They also contributed to the cost of a program to ensure that the Summer Reading would be successful.

Paula Dowd asked Cheryl to see if the Friends would do the same this year.

Deb stated the Board should pass on the request until more information was received.

Paula Kuehl gave the Treasurers Report.

She stated the Trust Fund account balanced. She had sent the information to the Town Accountant. She continued to say she had no idea why the Town Accountant was still questioning this.

Paula Dowd stated she wanted Paula Kuehl to send the Town Accountant an email to clear this up.

Deb stated an email was already sent in detail. She felt there was no reason to respond further.

Kate stated as long as the Treasurers Report balances there is no issue.

Cheryl stated she will be using some of her vacation time for FY 14.

Paula Dowd stated do not ask Keith to work. Because when you were on leave last year I asked him to fill in and he declined.

Margaret made a motion to adjourn.

Joe seconded the motion. All were in favor.

Next meeting will be April 1, 2014.

Meeting ended at 5:24 P.M.

Attachment: Directors Report.