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## Summary of Stevens Memorial Library Board of Trustees

Meeting Minutes of April 1, 2014

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

Margaret Donovan called the meeting to order at 4:13 P.M.

Joe made a motion to have Debra Mercier be Chair in absences of Paula Dowd.

Margaret seconded the motion. All were in favor.

Deb started the meeting.

The minutes of the March 4, 2014 meeting were read. Joe made a motion to approve the minutes with spelling correction on page one and two. Paula Kuehl seconded the motion. All were in favor

### Treasurers Report

Paula Kuehl stated the check written for the State Park Pass had not cleared as of the last statement. Otherwise the checkbook balanced. She had received investment information from Edward Jones on the different option discussed at the March 4<sup>th</sup> meeting and was currently reading them. She would have a report on these options at the May meeting.

Cheryl stated that the bond covering the Treasurer was up for renewal. She continued to say that now that checks are signed by the Treasurer and Chairman it would be wise for both of them to be bonded; also the current bond only for \$25,000.00. Since the Trust Fund Account now has a substantial balance she would like the bond increased to \$100,000.00 for each person signing checks.

Cheryl stated were as the Board has no intention of spending money out of this account it will be increasing yearly. She continued if anything were to happen the Library would loss a large sum of

money. This also protects the signers. There is a form that both Paula Dowd and Paula Kuehl must fill out before the bond company will give a quote on the cost.

Deb asked when the current bond expired.

Cheryl stated she would call Paula Dowd and ask her to come in to fill out the form. Paula Kuehl has filled hers and then will mail it to the insurance agent. There should be plenty of time before the current bond expires to receive a quote.

Deb stated the Board would be able to vote on this at the May 6<sup>th</sup> meeting.

Joe stated that the Trust Fund account was in question during the investigation. It has been gone over by Paula Dowd and Paula Kuehl. It has shown to be balanced. This is a clean slate. If any problem with this account arises we would know who to point the finger at. It would be to the Library's benefit to increase this bond.

Cheryl stated that the Trustees at a previous meeting had discussed hiring an accountant to go over the Trust Fund account yearly. She stated she had asked Carol Chenevert if she would be interested.

Cheryl stated Carol had been Assistant to the Treasurer for many years.

Joe made a motion to authorize Carol Chenevert if willing, to audit the Library Trust Fund account.

Paula Kuehl seconded the motion. All were in favor.

Cheryl gave her Directors Report (see attached)

Cheryl stated FY14 budget was at 63.9%.

Deb asked if that was on the low side.

Cheryl stated it was but at this point in the budget cycle it wasn't bad to be a little low.

Cheryl stated that FY15 budget had been changed. The Book Budget had been corrected to 19% after she sent a letter to the Town Administrator. However after the March 4<sup>th</sup> Trustees meeting where she handed out what was to be the finalized FY15 budget she received a new budget with the part time staff member removed.

Cheryl continued stating that on March 18<sup>th</sup> she received an email from Paula Dowd. This email was from the Town Administrator which had several incorrect statements about the Library budget. Also he asked if the Trustees wanted to attend the upcoming Advisory Board Meeting scheduled for March 24<sup>th</sup>.

Margaret stated after reading the email, that she asked Cheryl to email Paula Dowd back stating that the Trustees should attend the Advisory Board meeting to clarify the incorrect statements and discuss the need for the part time position. Paula Dowd felt it was a dead issue.

Margaret stated she had spoken to Joe about the meeting and Joe had stated the Trustees would have to vote on attending the meeting. There was not enough time.

Margaret stated Cheryl had been told by the Town Clerk on March 20<sup>th</sup> the warrant for the Town Meeting had been closed on March 18<sup>th</sup> and sent out to the printer. Cheryl was given a copy of the warrant.

Margaret stated she could not understand why the Town Administrator would ask if the Trustees would like to attend a meeting to discuss the Library FY15 budget if it was closed the day he sent the email.

Deb asked Cheryl if she usually receives information on when the warrant will close.

Cheryl stated in the past it would be announced at the Department Head meetings or Sylvia would send out an email. She had not received any notice. She would ask other Department Heads if they were notified.

Joe stated it seemed the Town Administrator did not want the Library to know when the warrant closed.

Joe stated he had never heard of an item in a Town Departments budget just removed by the Town Administrator. He thought it was the job of the Selectmen, Advisory Board, and Town Administrator to recommend or not a proposed budget. It was at Town Meeting after discussion the item was put to a vote where it would be approved or disapproved by the voters.

Deb asked if it was legal for the Town Meeting warrant to be closed without notification.

Cheryl stated she did not know, this was the first time she had not been told.

Joe stated a petition requesting the Library add a part time staff person could be presented for consideration at the November Town Meeting. You only need ten signatures to get a question on the warrant.

Paula Kuehl asked Cheryl to go over the figures regarding the part time position again.

Cheryl stated at 20 hours, \$14.30 per hour the cost would be \$14,929.00 per year.

Margaret asked if any other Departments had added positions.

Cheryl stated the Police Department added one officer. Also the Fire Department added over night hours for two positions. This would be so the on call would be right at the station for a quicker response to an emergency.

Paula Kuehl stated it bothered her that the part time position is a dead issue. The Town Administrator is usurping the Trustees decision.

Deb stated if Cheryl was receiving emails from the Town Administrator as all other Department Heads were issues could be resolved. Paula Dowd should not be getting the emails then emailing asking Cheryl

about the issue. Cheryl has the answers. Again I think Cheryl should get the emails so she can do her job. The Trustees should be cc if necessary.

Joe stated we as a Board have the right to present our budget. We could petition for it to be presented at Town Meeting and voted on. The question remains what authority does the Town Administrator have over the Library. None!

Cheryl stated she had received an email from the Advisory Board Chairman on March 10<sup>th</sup>. Stating the information given would be discussed between the Advisory Board and Town Administrator. If the Board felt there was a need for a meeting with the Trustees they would be notified.

Margaret stated after reading the email from the Chair of the Advisory Board she felt it was rude. She felt Cheryl had done what the Trustees had asked her to do. She stated Cheryl emailed on February 6<sup>th</sup> for her. Margaret stated the Trustees wanted a meeting date before information was sent. It wasn't until the March meeting that Paula Dowd stated the Advisory Board wanted the information before a date would be set. Cheryl is getting chastised for following the Trustees orders.

Cheryl continued her report. She went over the cost of the water damage of January 3<sup>rd</sup> and the repairs done on February 28<sup>th</sup> to advert frozen pipes.

Cheryl Stated on March 24<sup>th</sup> Paula Dowd received an email from the Town Administrator regarding vendor payment. He had received several complaint of not being paid for work completed at the Library caused by the water damage. The Town Administrator stated in that email that a special fund should have been set-up like the one the Town had set-up for the flood the Town Hall had.

Cheryl stated she had never been told about a special fund. She was following past practice which was once all the work was completed bills were sent to the insurance company. They sent a check to the Town and the vendors were paid.

Cheryl stated this information should have been given to her when the water damage was reported to the Town in January.

Deb stated if you were getting emails from the Town you might have none about the special account.

Paula Kuehl asked if Paula Dowd had gotten anything about a special account.

Cheryl stated Paula Dowd was as surprised as she was.

Cheryl stated she was still waiting to receive documentation on the shredder law, computers, fuel and oil burner contracts, and camera schematic.

Deb stated we have been discussing this shredder law for months. Why is it taking so long to get a copy of the law?

Paula Kuehl made a motion giving Cheryl authority to write to Tanya Gaylord, the Town Accountant requesting a copy of a legal document stating personnel information could not be shredded by a Town

or Municipality. This legal document was to be received by the Library Director no later than April 7, 2014.

Deb seconded the motion. All were in favor.

Joe made a motion that if no such legal documentation was received by the Library Director as of April 7<sup>th</sup> the Director had the authority to purchase a shredder for Library use.

Paula Kuehl seconded the motion. All were in favor.

Deb stated if there is a law then the Library should post it were the patrons can see it. That way the patrons are aware personal information is not being shredded.

Cheryl stated the elevator and chairlift was inspected on March 26<sup>th</sup>. The chair lift did not pass. Khone will be fixing problems with chairlift. The inspector will return in 90 days to re-inspect. Inspector helped with the waiver. If any fine is due it should not exceed \$500.00. The waiver was mailed March 27<sup>th</sup>.

Cheryl went over the three quote for the magazines agreed to purchase by the Trustees (see attached Directors Report for breakdown)

Margaret made a motion to purchase the magazine subscription from Demco at a cost of \$1590.00 one year. This would be paid from the Trust Fund account.

Joe seconded the motion. All were in favor.

Cheryl requested that the Trustees approve renewing the Boston Museum of Science Pass at a cost of \$600.00.

Paula Kuehl made a motion to renew the Boston Museum of Science Pass at a cost of \$600.00 to be paid from the Trust Fund account.

Joe seconded the motion. All were in favor.

Margaret stated not neither she nor the Library had received a response from the Selectmen in regards to the February 13<sup>th</sup> letter. Time is running out. The payment for hours owed from Fy13 has not been resolved.

Deb asked if we knew if they received our letter.

Paula Kuehl stated there was no way to know. Her thought was the Selectmen did not receive the letter sent to Town Hall.

Deb stated if they did receive the letter we should have a response by now.

Joe stated it is time we as a Board insist on a meeting with the Selectmen. This way we can get answers not only on the vacation payment but other issues. Such as what kind of authority has been given to the Town Administrator in regards to Department Budgets including the Library.



Deb stated this will give us an opportunity to find out if the Selectmen know Cheryl is not invited to Department Head Meetings and is out of the loop as far as Department Head information. Not receiving emails direct or not at all.

Paula Kuehl made a motion to have Margaret write a letter to each Selectman requesting a meeting as soon as possible. This letter would be sent not only to Town Hall but also to each at their residential address.

Deb seconded the motion. All were in favor.

Joe stated we know the Selectmen will get one of the letters.

Margaret stated she would contact the Trustees once the letter was written for approval and their signature.

Margaret made a motion to adjourn the meeting.

Joe seconded the motion. All were in favor.

Attachment: Directors Report