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Summary of Stevens Memorial Library Board of Trustees Meeting
Tuesday May 6, 2014

Present: Paula Dowd, Margaret Donovan, Paula St. Laurent Kuehl, Edward Vitone, and Cheryl Paul Bradley

Paula Dowd called the meeting to order at 4:09 P.M.

The minutes of April 1st and April 9th were read.

Paula Kuehl made a motion to accept both meeting minutes with the following corrections. April 1st page two and page four. April 9th page two. Margaret seconded the motion. Paula Dowd was in favor. Ed Vitone abstained from the minute vote.

Paula Dowd asked Cheryl if she had heard anything from the State in regards to the chairlift.

Cheryl stated nothing yet but the inspector would be returning in 90 days. Kone had not called yet to come fix the lift.

Paula Dowd explained to Ed about the chairlift.

Ed asked when the chairlift was installed were the switches in compliance of the law. Many times the State changes these laws but grandfathers in existing properties. In your appeal did you state the chairlift was installed according to the law on the books at that time. This could have waived the fine.

Paula Kuehl stated the fine was for a missed inspection.

Ed stated yes but we have to pay for the switches to be moved. Depending on the cost it could be worth appealing.

Margaret asked Cheryl to contact Kone to see if the chairlift would come under a grandfather clause; also to find out the cost to change the switch.

Paula Dowd asked Cheryl to email the State to see if they have come to a discussion on the waiver. Will there be a fine and how much.

Cheryl stated there was no email address on any of the paperwork. She would write to the address she mailed the waiver to.

Ed stated we should contact Senator Brewer to intercede on the Library's behalf.

Ed asked Cheryl to give him all the paperwork and he would contact Senator Brewer. Ed stated the Senator was a good friend of his.

Cheryl stated she would have all the information on the chairlift for Ed on Friday, May 9th.

Ed asked if the Library used outlook or any other online calendar. This way you know what is coming up. You could put events, budgets, inspections, etc. Ed stated he uses it all the time. He felt it was a great tool.

Cheryl stated she has a calendar she looks at daily. This has all events, inspections, meetings, budgets, etc.

Paula Dowd stated the Board had discussed using a word program for policies and procedures. We were waiting for the Library to get new computers.

Paula Kuehl made a motion to look into an online calendar and word program for the Library's new computers.

Ed seconded the motion. All were in favor.

Margaret stated she had received an e mail from Leo Janssens in regards to the two Boards meeting. In the e mail Leo stated the Selectmen would appoint one of them to meet with the Trustees. It would likely be Duncan Phyfe. This would be done at the next Selectmen Meeting on May 6th.

Paula Dowd stated some of the issues in the packet sent to the Selectmen our mute.

Ed stated everything should be discussed.

Paula Kuehl asked why the Town Administrator is not having Department Head meetings. Is he meeting with Department Heads but just not all at one time?

Ed stated this is a question which should be asked.

Paula Dowd stated the clock is ticking we need to meet ASAP.

Margaret stated she would send an email to Leo Janssens regarding the meeting. She would ask if the Trustees would be meeting with Duncan Phyfe or all the Selectmen. She continued she would set up a meeting for next week.

Ed stated he was going to the Town Meeting this evening he would speak to Duncan Phyfe about meeting next week.

Paula Kuehl stated she would be out of Town next week until Thursday.

Paula Dowd stated as long as we have a quorum, lets meet whenever Duncan can.

Ed stated we should provide a list of emails Cheryl did not receive. We should make sure she will be getting all emails not just selected ones. This has to be brought up with Duncan.

Ed stated he would call Cheryl at the Library after he spoke with Duncan and let her know if a meeting with the Trustees was discussed.

Margaret stated that on Saturday, April 12th she received a call from Paula Dowd stating that Kyle Johnson wanted to get into the Library to do work on the camera that is on the Library chimney.

Margaret stated she told Paula (Dowd) she would let Kyle in. She told Paula to give Kyle her telephone number and have him call her. Margaret continued that she waited for a phone call and went out around 4:00 P.M. When she returned there was a message on her machine from Kyle. She called him stating she would meet him at the Library Sunday, April 13th at 11:00 A.M. If this time was not good call her. Margaret stated she waited at the Library and at 11:15 called Kyle to see if he was coming. After waiting until noon she left.

Margaret stated she never heard anything until April 17th. There was a message on her telephone answering machine from Kyle asking her to if he could get in the Library Saturday, April 19th.

Margaret stated she called Cheryl and asked her to call Kyle back; stating that if he needed to do work on the camera it would have to be done during Library hours. Neither Cheryl nor Margaret had heard from Kyle.

Margaret stated she mentioned this because when the Trustees voted to allow the camera to be placed on the chimney it was with the stipulation any maintenance would have to be done during Library hours.

Margaret stated that before the V.M.S. Building was demolished the Library was not notified. Our dumpster is located beside the VMS Building and the handicap ramp is close. Plus they set big rat traps all around that building. It would have been common courtesy to contact the Library. She was concern that when the building was demolished where any rodent would go.

Ed stated it is a State requirement to have these traps set around a building being demolished. It doesn't necessarily mean there are rodents in the building. He continued to say he had a building demolished and had to put traps around. There were no signs of rodents.

Paula Dowd asked Cheryl to have the staff and custodian to keep an eye out for any problem. If anything comes up we will contact the Town.

Margaret stated the Trustees would have to present a name to the Town to replace Deb Mercier as Trustee.

Cheryl asked Paula Dowd if she had given the resignation letter to the Town Clerk.

Paula Dowd stated it was not signed and she thought Cheryl was going to contact Deb to come in and sign the letter.

Cheryl stated she was not given the resignation letter and thought Paula Dowd had stated she would contact Deb.

Paula Dowd stated she did not have the letter with her and would bring it to the Library so Cheryl could call Deb to come in and sign.

Ed stated for a resignation to be legal it must be addressed to the Town Clerk. We should put a notice up on the Town website about the vacancy. There must be one or two people who would be interested.

Margaret stated Paula Dowd had suggested that the Trustees ask the candidate that did not get elected if they would be interested in filling the position. She continued that anytime a vacancy came up the Board found someone to fill the position.

Paula Dowd stated she felt it was the right thing to do; after all, that person took the time to take out election papers and put their name out there.

Margaret stated she had been told that Joe Gallien was interested in filling the open position. Also another Library patron had stated that they would be interested if Joe wasn't.

Paula Dowd asked Margaret to contact Joe before nominating him to be appointed.

Paula Kuehl gave the Treasurers Report.

The only outstanding check was the Mass Park for \$35.00.

Cheryl stated the Library had received the pass.

Paula Kuehl stated the checkbook was balanced.

Ed asked how the Trustees determined how much cash to have on hand.

Paul Kuehl stated each year the Library receives money from the Whittemore Trust. This is the predominate cash used.

Ed stated we should look at options. See if there are opportunities to earn more on the cash. But still be able to get at it as needed.

Cheryl stated there was money in another account that earned more interest.

Paula Dowd stated Drew Benson of Edward Jones had discussed with the Trustees different options. One was Edward Jones controlling the money. We were uncomfortable with that.

Ed stated he felt there should be great opportunities to make the Trust Funds earn more.

Paula Kuehl stated she would contact Drew.

Margaret made a motion to accept the Treasurers Report.

Ed seconded the motion. All were in favor.

Paula Dowd stated she thought she had given the Trustees her letter to Erb & Erb.

Margaret stated she would check her files.

Paula Dowd stated she had both letters (Erb & Erb and Attorney General) on her old computer. However it had crashed and she would not be able to get the letters until she had it looked at.

Cheryl gave her Directors Report.

The FY 14 budget was at 82.4 %. She was waiting for a detail budget from the Town Accountant.

Ed asked why Cheryl didn't just go into MUNIS and get the detail herself. Why was she asking the Town Accountant?

Cheryl stated she was not able to get into MUNIS. The Town had not given her access.

Ed stated this was another question to ask Duncan at our meeting. You should have access.

Ed asked if the Library budget reflected all income.

Cheryl stated the budget is what the Town authorized. Grants and Stevens Building money is in a separate account not part of the budget.

Margaret stated rent from the Stevens Building is used for special projects or if the Library goes over their Town appropriation.

Cheryl stated she uses grant money to purchase reference material.

Cheryl stated that the FY15 Budget would be voted on at tonight's Town Meeting and that the budget did not have the part time staff member included.

Ed asked why this part time position was removed.

Cheryl stated the Town Administrator did not feel it was necessary. The Advisory Board Chairman agreed.

Ed asked if the Library sent information to the Town showing why this position was needed. Had they sent data showing similar Town Libraries; what these Libraries had for staff, patrons, circulation, etc. You need to start this process in July. Get all the facts, get the Advisory Boards attention. The Selectmen approve the budget but it is the ultimately the Advisory Boards sole custodies.

Paula Kuehl stated we were not given an opportunity to state our case. Cheryl sent information to the Advisory Board per the request of the Trustees. She received a very rude response back from the Advisory Board Chairman.

Ed stated he would suggest the Library survey ten Towns. Get the Library information and build your case with data. He continued to say he found that data speaks volumes. Present this to the Advisory Board and you will be successful.

Cheryl stated she would like to increase the amount of the bond for Paula Dowd and Paula Kuehl. As she stated at the April 1st meeting the bond right now is \$25,000.00 on the Treasurer only. Now that there are two signatures required on the Trust Fund check both signing should be bonded. Plus now that the Trust Fund account balance has increased she feels it is a good idea to increase the amount of the bond.

Ed suggested that the Trustees contact the Town Administrator to see what critique he uses in bonding Town employees. See what the yearly cost is.

Margaret stated she would contact the Town Administrator.

Cheryl asked Paula Kuehl if the Town Auditor had sent her a Managers Report from his audit.

Paula Kuehl stated she had not received anything. But would contact the Town Auditor and ask for the report.

Cheryl asked the Trustees to vote on payment to Chas Theriault, Mason for work completed on the handicap ramp and front foyer grouting in the sum of \$1,500.00.

Paula Kuehl made a motion that a Trust Fund check be written to Chas Theriault for \$1,500.00 for work completed on the Handicap ramp and front foyer.

Ed seconded the motion. All were in favor.

Cheryl stated she had received a quote from Guardian for four new administrator computers. The quote was for \$6,256.72 which did not include the specs requested. Also the suggested service would be restrictive.

Ed asked if the Library was connected to the Town. Once this is established then we can talk about the purchase of computers. Do we have a sketch of the network?

Cheryl stated she would check on the server and get a sketch of the network.

Cheryl went over the painting bids.

Ed asked if the Library follow procurement B.O.B.

Cheryl stated no and asked if Ed would like to see the Town Policy of Supplies and Purchases.

Paula Dowd asked Cheryl had she seen any work done by JL Extreme Painting.

Cheryl stated she had not but had seen his truck in Winchendon several times.

Ed stated he knew the others work. We should get some references from JL Extreme.

Paula Dowd asked Cheryl to call JL Extreme Painting and get three references on jobs similar to the Library.

Cheryl asked the Trustees to give her authorization to send the paperwork to the Town Administrator concerning the \$2,500.00 deductible for the January insurance claim. She stated she would be asking this be paid out of the reserve fund.

Margaret made a motion giving Cheryl authorization to request the \$2,500.00 deductible for the January insurance claim be paid out of the Town reserve fund.

Paula Kuehl seconded the motion. All were in favor.

Cheryl asked Paula Dowd if she had received the schematic for the camera from Sylvia.

Paula Dowd stated she would go to the Town Hall tomorrow and ask for the schematic.

Cheryl stated she had started to organize the Summer Reading Program. The theme this year is Science. She contacted several performers. She would like the Trustees to vote on a Summer Reading budget of \$3,000.00. This figure includes all programs, materials, and prizes.

Cheryl stated that the Friend were once again being generous and paying for the craft supplies, beginning kick off and ending Summer Reading party.

Paula Dowd stated that last year the Trustees put a cap on Summer Reading at \$1,560.00. She stated she would like it to remain around that amount.

Margaret stated that the performers last year were less expensive. These performers do hands on experiments with the children. Their cost is higher. However Cheryl has been able to get them to wave their travel fee.

Paula Kuehl stated this is a once a year program. Ashburnham compared to Westminster or Gardner spends a lot less. These surrounding towns spend huge amounts of money on their children programs. As a mother of three children and who participates in the Summer Reading Program at this Library this is well worth it.

Paula Kuehl made a motion to use Trust Funds in the amount not to exceed \$3,000.00 for the 2014 Summer Reading Program.

Margaret seconded the motion. All were in favor.

Paula Kuehl made a motion to except the list of performers and their fees (see Directors Report for list) totaling \$1,960.00 as part of the \$3,000.00.

Ed seconded the motion. All were in favor.

Cheryl stated that the Library pass to the New England Aquarium was up for renewal. The cost of the pass was \$650.00. She would like the Trustees to vote to renew this pass and pay for it out of the Trust Fund account.

Margaret made a motion to renew the Aquarium Library pass using the Trust Fund account to pay the \$650.00 cost.

Paula Kuehl seconded the motion. All were in favor.

Cheryl stated she had received information on a pass for the Mass Audubon. The cost of the pass was \$350.00. It allowed 4 people into any of their sanctuaries for \$2.00. She felt this would be a well received addition to the current Library passes. She asked the Trustees to vote to add this pass to the current Library passes and pay for it out of Trust Funds.

Margaret made a motion to add the Mass Audubon pass to the Library passes paying the \$350.00 from the Trust Fund account.

Paula Kuehl seconded the motion. All were in favor.

Cheryl discussed the 250th calendar that she had a volunteer prepare. This calendar has historical information for each day of the year and a historical picture for each month. It will be a fund raiser for the Library sponsored by the Friends. The money raised will go towards a new public copier. ExPressive Printing has quoted a cost of \$905.00 for 200 copies. The Friends will sell the calendar for \$15.00 each. They will begin selling them at Downtown Days this June. Cheryl asked the Trustees to use Trust Funds to pay for the printing of the calendar.

Ed made a motion to use Trust Fund money to pay for the printing of the 250th calendar in the amount of \$905.00.

Margaret seconded the motion. All were in favor.

Ed suggested Cheryl make a budget out at the beginning of the Fiscal Year using the \$35,000.00 from the Whittemore Trust. That way the Trustees could look it over and discuss it. The Trustees could decide if they agreed with how Cheryl wanted to spend the money or not. The Trustees would also know what checks would need to be written in advanced.

Cheryl stated she had done that for many years but in the past few years minimal expenditures have been issued from that account.

Ed asked Cheryl if in the future the Trustees could see a copy of the bill they were voting on.

Cheryl stated she could go down and get the bills if Ed would like to see them. She would have all bills with her for review at the meetings going forward.

Margaret made a motion to adjourn the meeting.

Paula Kuehl seconded the motion. All were in favor.

Meeting ended at 6:18 P.M.

Attachment: Directors Report

