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## Summary of Stevens Memorial Library Trustees Meeting

Monday, July 28<sup>th</sup>, 2014

**Present:** Paula Dowd, Paula St. Laurent Kuehl, Margaret Donovan, Edward Vitone, Margaret Whitney, Joseph von Deck

Also in attendance Janice Roy of Ashburnham.

Paula Dowd called the meeting to order at 4:00 P.M.

The board read the minutes of July 18<sup>th</sup> and July 23<sup>rd</sup>.

Joe made a comment on page 3 of July 18<sup>th</sup> minutes, saying that the Town

Administrator does not have authority on the Library Trustee Board, and is continuously getting in the way of the board.

Ed made a motion to accept the minutes of July 18<sup>th</sup> as modified.

Paula Kuehl seconded it. Margaret abstained due to absence. All were in favor.

Joe noted that the Chairwomen should not have a say in the vote.

Maggie objected saying that the Chairperson voted on every Board she had served on.



Paula Dowd noted that she always voted, ever since she has been the Chair and no one has objected.

Joe replied that the correct procedure is that the motion is carried, and that the Chair abstains from voting unless there is a tie. He also mentioned that a great many things are being done, not because they are correct, but being done because they have been done in the past.

Ed suggested the Trustees ask Town Council on the correct voting procedure. All agreed.

Maggie asked who will call Town Council.

Ed said that he will email her.

Paula Kuehl asked if it would be in Robert's Rules of Order. The board was unsure.

Maggie said the board had far more issues to worry about than this particular topic.

Ed asked to move on to the executive session meeting minutes.

Paula Dowd asked for approval of the minutes for the executive session, held on July 18, 2014.

Ed made a motion to accept the minutes, but took it back, asking if anyone wanted to discuss them.

Paula Kuehl noted a typo on page 2 of the minutes, states Joe check with Town Hall; this should say checked.

Ed made a motion to accept the minutes as amended.

Joe noted a correction on page 2, asking to replace an unnecessary and confusing word.

Ed made a motion to accept the minutes as amended.

Joe seconded the motion. Margaret abstained. All were in favor.

Maggie noted that we cannot release the minutes from the executive session, since the issue is not over. She obtained a form from Sylvia, and described how to fill it out. She then noted that it needs to be locked up afterwards.

Ed said that when we review the executive session minutes periodically, we'll ask if we can release them or not. If it is still pending then we won't.

Maggie also said that is why she didn't send out the minutes via email, doing so they would be considered open.

Paula Dowd asked for approval of the minutes from the open meeting on July 23<sup>rd</sup>.

Paula Dowd asked if she heard a motion to approve the minutes.

Ed stated that he makes the motion to approve unless anyone would like to make corrections. Paula Kuehl seconded the motion. Margaret abstained. All were in favor.

The Trustees gave Maggie their thanks.

Paula Dowd stated the next thing to discuss was interim management. She contacted Kelly Woodside and mailed both of the documents over to her, as well as talked to her on the phone. She continued as she mentioned last meeting, Kelly was going away on vacation next week. But Kelly already put into motion the search process and said that she might have somebody in mind. We will hear from her next week about the process and what she has so far. She asked the Trustees for questions.

Ed said that he saw it was posted on the Mass Board of Library Commissioners' website, which was good. It was great, he corrected himself.

Joe asked if Paula Dowd had any idea who it might be.

Paula Dowd replied that she didn't. But she did mention that a lot of times they use former librarians...

Maggie then asked if they could revisit the minutes for July 18<sup>th</sup>, since Joe has a couple of questions on them, though he wasn't here.

Ed said that he couldn't comment on them because he was not present at the meeting.

Maggie then asked that he couldn't even get answers to his questions?

Ed said that she could answer his questions.

Paula Kuehl then asked for an extra agenda.

Joe said that the investigators mentioned interviewing some of the Library Trustees.

Ed replied that they spoke to him, Paula Dowd and Paula Kuehl.

Joe said that later in the minutes it mentions the same fact (the investigators interviewing the Library Trustees), and that they interviewed some people from town.

Ed said that they talked to the Town Accountant, the Town Treasurer, and the Assistant Town Treasurer.

Joe then asked clarification for some of minutes. He asked Maggie if they were her notes, or the notes of the investigators.

Ed replied that they were typed from the Audio tape.

Maggie then said that she types whatever she hears from the Audio Tape.

Ed suggested at the end of the meeting they go over any further questions that Joe might have.

Joe replied, some of the statements made at the meeting were, well kind of prejudiced.

Ed asked to go over it at the end of the meeting.

Ed said that they (the investigators) were simply saying what they had found.

Joe said to let it go.

Paula Dowd carried on with the agenda, saying that they were going to go over some bills. She handed Paula Kuehl her bill from Carolyn Carter, \$75. She asked to discuss the bill, from Greenburg, Rosenbock, etc. (the auditors). She said the bill is for services rendered from July 9<sup>th</sup> to July 18<sup>th</sup>, with a total of \$6406.25.

Ed interjected that it was not the bill.

Paula Dowd asked if she could finish.

Paula Dowd said that as a sort of kindness, they deducted \$1,406.25, so that the total amount we owe them is \$5,000.00.

All agreed that it was kind of them.

Paula Dowd mentioned that this bill was already approved.

Paula Dowd continued on, saying that she had a meeting on Thursday at noon with the painter. She stated anyone that wanted to come was welcome. She also said that there is extra money.

Maggie asked how much the painting costing was.

Ed said that the capital plan was \$15,000.00, and that the end quote of the painter was \$9,860.00 to paint two of the outside walls leaving \$5,140.00.

Ed then suggested that if some of the other walls are bad, we should see how far he can go since we have the extra money to do so.

Paula Dowd said that she would talk to the painter about that.

Ed said that we don't want to spend money that doesn't need to be spent, but if they need to be done we should do it.

Margaret stated maybe he can do something about the birds in the front.

Paula Dowd then said that if the outside walls don't need it, we can maybe use the money for the birds on the roof and other related items, including a chimney cap.

Paula Kuehl suggested that they needed to make a motion to approve of the payment to Carolyn Carter.

Ed made a motion to use the Trust Fund account to pay Carolyn Carter \$75.00.

Margaret seconded the motion. All were in favor.

Paula Dowd also reminded everyone that the painter were not going to start until September 8<sup>th</sup>.

Paula Dowd asked if they should talk about Noel's letter.

Ed stated it should be discussed.

Paula Dowd said that Noel wrote to the board of Trustees. Noel stated she had been paid in cash for the summer reading program, Fizz, Boom, Write that she did.

Paula Dowd read the letter, and said that she had Noel sign it.

Ed mentioned that we need to remedy the problem, and his suggestion was to talk to the Town Accountant first, and make sure she's okay with it. He thinks the right thing to do is to have Noel write a check to the Library for \$300.00, since they should not be paying anyone in cash. And since she gets a W-2 form, we can't have a 1099 and a W-2 employee at the same time. He then suggested that we write a letter to the Town Accountant, saying "that Noel taught a course, for which the rate was \$300.00, and at no time did she get paid as an employee while she was teaching, so we want her to get a lump sum payment of \$300.00 for the course." So then what will happen in her next check is that it will have the \$300.00 with the appropriate deductions and taxes, so she will be paid the \$300.00 with the deductions. That way, he said, she will be treated appropriately and fairly, and we will have done it by the books.

Paula Dowd asked if Ed wanted her to talk to the Town Accountant.

Ed said he was more than happy to talk to the Town Accountant.

Margaret asked if they would make a copy for the records of the summer reading program, to which Paula Dowd said she would.

Paula Dowd continued on, and passed out to everyone the notice of resignation of Cheryl. She mentioned it was filed with the town clerk.

Paula Dowd asked for comments/questions.

Ed said that it was already accepted.

Paula Dowd said that all she had so far were two people that sent in an interest in being on the search committee for a new library director.

Paula Dowd said she talked to Maggie and "she's willing to put something on Cable Access.

Maggie stated she would contact them.

Margaret asked if there was a way to put out the notice to a wider audience, perhaps similar to craigslist.

Ed said we shouldn't put it there.

Margaret then asked if it was already on the town webpage.

Ed said he asked it to be announced at the Selectmen Meeting.

Margaret suggested putting it on CA-TV, since they list openings for town committees and such.

It was agreed to put it on CA-TV, the Town website, and announce it at the Board of Selectmen Meeting.

Margaret asked for how long should we keep the posting open.

Ed suggested for about two-three weeks.

Paula Dowd agreed, also mentioning that we'll have an interim by that point.

Joe warned that we might get a deluge of people, flooding to be on the committee.

Paula Dowd said that since she only has two people interested so far, it shouldn't be an issue.

Ed then asked who would be asked from the Friends.

Paula Dowd said she left a call for Elaine.

Maggie asked if Elaine lived in town since she's not on the street listing.

Margaret replied that she lives on Water St.

Ed mentioned she volunteers on Tue/Thurs.

Maggie stated she had spoke with Dotty Munroe about the Friends and she had stated there wasn't a committee. Dotty stated that there were three people that continued to run the Friends.

Margaret stated she said the Friends got going again in 2011, when Mary Walker was the president of the Friends. At this time Mary was discouraged, since they attempted to do all sorts of fundraisers, but no one would attend. She then resigned. At that time, Elaine was the treasurer for the Board, Dotty was the Secretary, and there was not vice-president. Up until the present Dotty, Elaine, and Melanie Hyslop have been carrying on the Friends. Last year we did a newsletter with the Friends for the Summer Reading Program, and the Friends got donations.

Margaret also mentioned that she, Elaine, Dotty, and Melanie discussed whether they should do a newsletter for August, to see if we get some donations going for the Library again.

Ed asked who the best person would be to contact as a conduit to the Friends.

Elaine was the unanimous answer.

Ed then said we should invite her to be on the committee for the new Library Director.

Ed asked then how the Friends were going to work out the selling of the calendars.

Margaret responded that we sell them here, and give the money to them.

Paula Kuehl asked if anyone was going to sell them at the pancake breakfast next week.

Maggie asked if we were giving a percentage of the sale to the Town's 250<sup>th</sup> celebration, to help out with events.

Margaret responded that we put their events on the back of the calendar, after the committee approached Cheryl regarding the calendars.

Margaret asked if Paula Dowd wanted to talk about the two people who had volunteered for the Director Search Committee.

Ed said that it wasn't a focus now, and we should wait to talk about it after we get more people on the committee.

Paula Dowd said it would be preferable not to discuss it in an open meeting.

Ed responded that we have to. He suggested creating a rating screen in advance, and instruct each person on its use.

Maggie stated we did the same process for the Town Treasurer.

Ed said we did it for a lot of people.

Maggie agreed with the method.

Ed said that we could tailor it however we like, giving the example of a box "Community Involvement".

Ed said the he and Paula Kuehl had a good meeting with the employees downstairs on Friday to demonstrate how to use Quicken in keeping up with the finances. He said that the employees were happy with it.

Joe mentioned we should have paper copies from that particular computer. Ed said that he made up a form consisting of two different sheets. He described it as a spreadsheet put into a binder, into which the employees will write the transactions. At the end of the day, the employees will balance the entries, similar to a bank teller.

Ed continued by saying we'll count up the money collected and make sure it balances with the cash in the box. Then we'll take a copy of that, and put it in a more secure spot. The next morning the process will be repeated.

Ed said that this morning in particular, they went through the cash box and found \$100 dollars in there.

Ed mentioned that Jan and Keith said that \$30 was a good amount to have to make change for patrons. Therefore, anything greater than \$30 will be moved to a secure location to be added on to each daily tally.

Ed said that periodically Paula Kuehl will double check that the paper tallies match what we have in cash, take the cash, and then deposit it in the bank.

Joe asked where the more secure place was.

Ed said that was something we needed to come up with. That is yet to be determined.

Ed said that he thinks we need three boxes. He mentioned that previously, we had petty cash in the same box where we had cash receipts, and that this cannot be done. So he said we need a box for petty cash, a box for cash receipts, and a box for the money that we collect from the Friends that Elaine could pick up whenever it got too large.

Ed also said that doing this process via paper would give us an excellent trial to see what we liked about it and what we didn't. He also mentioned that when we have the computer program we can easily add the data to the computer.

Ed further clarified about the two sheets. The first sheet is the money that goes directly to us, and the second is money for the Friends (calendar, tote bags, etc...).

Ed said he anticipated that Elaine would take the \$150 that is currently in the Friends box (from the sold calendars), so he brought the balance to zero.

Ed counted all of the calendars in the box, and suggested to the employees to mark down the number of calendars sold, so that we can keep track of all the calendars in the box at any given time. He also stated that there might be another box of 100 calendars in the Director's office.

Margaret agreed, saying that there are probably more lying around somewhere in the library.

Maggie asked how many calendars the Friends purchased.

Ed replied, 200.

Ed discussed a new copier. He mentioned that other businesses and the Town of Ashburnham lease their copiers to pay less money for servicing. He said we are paying lot of money to service our current copier. In terms of leasing, he stated, all supplies are included, and at the end of the contract you get a brand new copier. He said is about \$250 a month for such a lease, once again, with everything included.

Ed suggested to get some cost data, and inferred that the money we pay for repairing our broken copier is probably not much more than it would be to lease out and have a functioning copier year round.

Ed went on further, saying that everything we do should have a financial basis to it, and we should look hard about the copier situation. He said that buying a new copier with the money from the Calendars would be a mistake, and that we can put that money towards something else.

Joe asked what the difference would be in terms of leasing a copier and purchasing a copier.

Paula Dowd said that it would be something we have to look into.

Ed said it is tough to determine, noting that the copier for \$250.00 does everything but wash your dishes. Staples one side, two sides, everything you can imagine.

Ed also said the salesperson can find the right copier to suit our needs. There are some that collect money in the machine itself.

Paula Dowd said that she personally would love to have a machine that staples, collates, put the paper in with various settings – our machine does none of that. She said we waste so much paper using our current copier.

Maggie said it's exactly what the Town Hall has.

Paula said she would really like to see a copier that "has all the bells and whistles."

Ed said that if people were receptive, he could obtain information regarding a new copier, browse catalogues, contact sales representatives, etc.

Paula Kuehl brought up the point that nowadays even a small copier would probably have all that functionality.

Paula Kuehl also stated Paula Dowd's statement, saying that our copier does do front and back copies, provided we place the paper in a certain way, albeit not in a straightforward manner.

Paula Dowd also said it would be preferable to have a faster copier.

Ed asked if the Friends would be offended if we wanted to change the copier idea, and change the way we utilize the money from the calendars.

Ed then passed out the papers he gave to the employees, regarding the bookkeeping of finances.

Margaret said that the friends are flexible, and that they would just like to see the money used towards improvement of the library, to whatever end that may be.

Ed stated he did a little more work on salaries, and mentioned his survey that we did to justify a new position in town. He adjusted the income data to reflect inflation from 2013 to 2015 to gain a better idea of how much money we would need to allocate to a new Director. He then plotted that data.

Ed stated that with a larger town and larger responsibilities, comes a larger salary. He also noted the maximum salary for similar positions around the region. He went to Town Hall, who gave a range of salary from \$56,000 to \$71,000. He noted that this \$71,000 was extrapolated from the data of Directors in the survey.

Paula Dowd then asked, as a hypothetical question, if we decide to go with someone that doesn't have a degree (but given time in 3 years to get one), would the still have to be paid the minimum?

Ed said that Cheryl didn't have a degree, and got paid something similar, so yes.

Margaret corrected Ed, saying that Cheryl did have a degree.

Ed said "absolutely not. She had a certification, not a MLS.

Ed said he went to the MBLC website and read a bunch of job postings. He said that Winchendon and Worcester are also looking for a library director.

Ed said it was interesting that the Winchendon job was posted by the Town Administrator and not by the trustees, which he believed to be wrong.

Ed attempted to draft a job posting, which he had his wife, a former library director, go through as well.

Ed handed this out, asking for suggestions. He said that we could put it on the web as soon as possible. He mentioned that he copied a lot of the information from various sources.

Paula Kuehl noticed a grammatical error.

Maggie asked about the closing date for the posting.

Ed said he put a month so as to get interested individuals to sign up in a timely manner.

Joe asked if we could change the job posting if we don't have any takers.

Ed said absolutely.

Paula Kuehl said that since we don't have a hiring committee formed we should change the bottom of the letter from "contact the Chair of the hiring board" to "contact the Chair of the Trustees".

Ed said he would love to be head of the hiring board.

Paula Kuehl asked if it was "CW Mars" or "C/W Mars".

Ed replied that it was "C/W Mars", standing for Central/Western Massachusetts.

Paula Dowd asked Paula Kuehl how much it would take to belong to the "C/W Mars" system.

Paula Kuehl asked for clarification: A person to belong, or an entire library?

Ed replied saying that there are two pieces. One is the annual piece that needs to be paid, and the big one is the buy-in cost used to enter the system, thus joining all the libraries in that system.

Margaret said that that piece was very expensive.

Ed said that he was under the impression that next year they (C/W Mars) were contemplating putting in grant money for small libraries, because they would also like small libraries to join their system.

Maggie said she called the women from C/W Mars, and asked how much it would cost to join the system. The answer was \$4000-5000 a year.

Ed said that was the annual cost, not the buy-in cost.

Maggie confirmed, further reporting that the woman from C/W Mars said that she cannot deal with the trustees, she needs to deal directly with the director.

Paula Dowd mentioned that she called CW Mars and asked for information.

Maggie asked if she had the information.

Paula Dowd said not yet, but that they were sending it to her.

Ed advised that we wouldn't want to take that step now.

Paula Dowd stated that she wanted to know out of curiosity.

Paula Kuehl asked if Ed wanted to be chair of the hiring committee.

Ed said that he had no problems with letting Paula Dowd do it if that's what we wanted to do.

Paula Kuehl asked if that was okay, having the Chairperson of the Trustees head the hiring committee.

Margaret then suggested that we might wait until we have enough people for the committee, then vote.

Margaret said that it might be wise to have someone with a strong background in hiring be the head of the search committee.

Ed asked if he should use Paula's personal email address for the letter.

Paula Dowd replied that he should use her town address.

Ed remarked that the instructions given to us were clear to follow for getting onto the website, so it should be straightforward.

Paula confirmed that by receiving the letters she was not making any decisions.

Ed asked if everyone was okay with posting this tomorrow. Everyone was in agreement.

Ed went on to say the salary range was obtained using his statistical measurements.

Paula asked if it would be wise to include a physical address, in case candidates would like to send a physical copy instead of/in addition to their electronic format.

Ed replied, "I'd say if they couldn't email us, there's a real problem."

Maggie agreed.

Paula Kuehl suggested to just use the physical address of the Stevens Memorial Library.

Ed replied that we would like the ones who use their email address.

Maggie confirmed that most of the resume's nowadays are done electronically.

Margaret asked if we should make a motion to accept the job posting.

Ed made a motion to accept the job posting as modified.

Paula Kuehl seconded the motion. All were in favor.

Paula said that she had two more items that she would like to bring up to the board. The first is dealing with the bathroom on the top floor that does not work.

Maggie asked what was wrong with it.

Paula Dowd stated the handicap bathroom was not working. Also the railing was not up making us not up to code.

Ed asked "What would the Director do if the Director were here? She would fix things when they needed to be fixed.

Margaret said, "I think we used Egan Plumbing. And she (Cheryl) would just call them up."

Ed said he was comfortable with having Paula take the actions of building maintenance which would have formally been done by the director, until we get an interim. Everyone was in agreement.

Paula said she would call Egan.

Paula went to her next item that the phone jack at Jan's desk does not work. Paula said she would like to have someone come in and fix the phone jack.

Ed asked about similar maintenance for the air condition in the community room.

Maggie echoed Ed's sentiments, saying that it was talked about before Margaret went on vacation.

Margaret said that it wasn't fixed and calling Royal Steam would be best.

Ed suggested another option to fix the air conditioner. He said that if the control was the biggest problem, on the control there is likely a terminal unit that we can fit wires to instead. He said that we could have one permanent thermostat downstairs with a lock.

Paula said that she would inquire as to the possibility for that process.

Ed said that he would like to make a motion to have the Chairperson maintain the building in all aspects or as she sees fit, until we get an interim.

Maggie seconded it. All were in favor.

Joe asked to make sure we received information about the cost of such maintenance.

Margaret said that Cheryl would inform us with whatever she decided to do.

Margaret said that when she got a quote for some maintenance, if it were over a certain amount Cheryl would bring it to our attention.

Joel asked Paula Dowd for a reasonable figure.

Paula replied \$1,000. She said the plumber will probably cost \$250, but if more she will let us know.

Maggie said she would like to raise the price ceiling to \$2000.

Paula Kuehl said that as long as you were within the budget it should be fine, as long as Paula Dowd gave us updates along the way.

Maggie said that she was sure Paula Dowd would treat it as her own home.

Paula asked for the report on the public forum schedule for Tuesday, August 5, 2014.

Maggie said that she gave a handout of the agenda, and asked if it was sufficient.

Ed approved. He said he contacted Jeff Lawrence to see if he was willing to moderate the meeting. Jeff said he was willing to do so.

Ed then asked the Trustees if they could read and/or provide comments to his general outline of the public meeting.

Ed said that we should have different people present the different topics to the citizens.

Ed wrote what he thought what should be said for (1) our current situation and (2) improvements to our financial oversight.

Ed said if we could then call him up regarding comments that would be good. He also was wondering how to delegate the different items (i.e., who should talk about what).

Ed said he could talk about the current situation of the library.

Paula asked if we would hand this out to the citizens.

Ed and Maggie seemed divided, Ed saying no, Maggie saying yes.

Ed said it is important to say what we mean to say, and not what we don't mean to say.

Ed said that is why if he is going to talk about the first topic he would have a script. He said that if someone else wanted to speak about it, they could do it however they liked, and that he's okay with that. He reinforced that if he is doing either (1) or (2) he would like feedback regarding his script. He said everything he wrote is extracted from the notes/minutes of the 15<sup>th</sup>.

Maggie reminded the trustees that Joe said last time there was not enough information, and we didn't have enough to discuss.

Ed said that it wasn't him doing this, it was him representing the trustees, hence the reason for feedback.

Paula thought what Ed wrote was good, and suggested they ask Debbie what she thinks of it.

Ed stated in the meeting last week with Deb Phillips she stated the Trustees could give whatever information they wanted.

Paula Kuehl said that she had a call into Deb at Edward Jones to check further in her records the names of all signers on the Edward Jones checking account.

Ed said that Cheryl did sign a lot of those checks.

Maggie asked if Ed would take suggestions on who would say what. She said her opinion was that he should do the current situation.

Margaret asked if they should take a minute to go over Ed's draft.

Ed agreed, saying he preferred it if they read it now.

Paula Kuehl had a note on the second page regarding the wording of the end of one of the paragraphs. "A lot of money has gone into the account. There are no checks." Perhaps instead (per her suggestion) is that "No checks have been written on this account."

Ed said that although this was taken verbatim from the notes of the auditors, he said that it doesn't have to be verbatim.

Paula Keuhl justified the correction, saying that it makes it “very, very clear that it was cash only.”

Maggie confirmed that all this was to fall under the category of Current Situation.

Ed replied in the affirmative, saying it is the area where we will probably get the most questions.

Ed stated that his source for the information in his draft came from the shorthand notes he took at one of the meetings, as well as the minutes from the 15<sup>th</sup>.

Joe questioned using the exact words of the investigating team, in that maybe they were too strong.

Maggie replied that they were just the words taken from what the auditors said.

Paula Dowd had a question regarding the second paragraph on page 4. She wanted to correct the tense of verb regarding the trustees telling Cheryl to keep the money in the account low. She said that since they didn’t even know about the account, this statement should be amended to told instead of tell.

Ed said that “told” wasn’t in the transcription, so he will just leave it as is.

Maggie said she was almost certain it was.

Ed said that he might have missed that.

Ed said that what surprised him most (about the investigation thus far) is that there was more than \$50,000, in checks written, from our trust account to Stevens Memorial Library that Cheryl signed herself.

Joe had a question: “Who gave Cheryl that check signing ability?”

Ed replied that he did not know.

Paula Dowd added that they weren’t on the board then.

Joe said he knows this.

Ed asked Paula Dowd if she had anything further.

Paula Dowd said she liked it.

Ed asked Margaret her opinion.

Margaret said that was covering everything and she agreed that it's good to be honest and open with them.

Ed said that he tried to not draw any conclusions, or inferences. Just the facts and what was said. He also said that he may temper his draft, because the auditors are working on a written report and he would rather go with the written report from them as oppose to the verbal transcription.

Joe agreed.

Maggie also said that they were professionals. She also asked if people will get a copy to read.

Ed said that as soon as he has it, everyone will have it.

Margaret asked if we should make a motion on who should talk about what part. Everyone agreed.

Ed asked Paula Kuehl if she was okay.

Paula Kuehl said she was fine with the financial portion and that she could talk about that.

Ed asked if we had a book regarding Trustee minutes from past years.

Ed said that if we went back far enough, we could find when these financial matters stopped being reported. That way we could have physical date if people asked.

Ed said he received a couple of calls, from citizens upset with the trustees. He also thought there might be some comments similar in tone at the open forum. Therefore, if we had facts and actual concrete numbers, we would be better off.

Paula Dowd said that although we will get hammered, she thinks it would be good to report on certain changes that have been made in response to this first situation a year ago, including the double signing of the checks, getting rid of the debit card, etc.

Ed thought that we could even go further, for example by reviewing how the warrant gets submitted to the town. He stated from experience being a selectman that the Library would sometimes end up paying vendors twice.

Paula Dowd said that we did do some positive things, and those things should be mentioned.

Joe mentioned that one of the problems we face is that the board has changed over the past years, and what a previous person knows is not necessarily passed onto the next person. He mentioned that this is something we might want to bring across to the citizens.

Paula Kuehl said that as long as we move forward, with due diligence, and present what we can that is the best we can do.

Ed said that he would send the financial matter to Paula Kuehl electronically to make adjustments as necessary.

Paula Dowd said she could speak about interim management. She also suggested that they make the search for a new director an umbrella topic, and that she can lead right into it.

Paula Dowd confirmed that it will be questions only.

Ed said that we're absolutely going to get some commentary, and to give the moderator some discretion.

Paula Kuehl said that if it something we can answer, legally we should want to respond to the question.

Paula said that she did not mind questions, but that she didn't want comments.



Ed told her that she is going to get comments, but that the mini-speeches will be relatively short. He also said they are going to present the meeting as "questions only". But in reality, there will be comments. He said that the moderator will do his best; but that we can't just walk out if a citizen makes a short one-sentence speech to frame their question.

Maggie then made a motion for speakers at the public forum. The allocation is as follows:

- Ed – Current Situation
- Paula Kuehl – Financial Oversight
- Paula Dowd – Plans for interim management/Recruitment for new Director

Paula Kuehl seconded the motion. All were in favor.

Paula then put forward the agenda for the meeting at 4:00pm Tuesday, August 5<sup>th</sup> and the Public Forum Meeting to follow at 6:30 P.M. (see attached agendas).

Ed asked when the agenda was posted.

Margaret stated on the Thursday before our meeting. However it can be posted anytime.

Paula Dowd asked if there was any other business to be discussed.

Maggie stated she had received several calls about the Library page on the Town website not being updated. She contacted Sylvia to have it updated. She was not listed as a Trustee and Cheryl was still listed as Director. Sylvia was changing the website to list her and put Interim Director.

Ed asked who updates the Library website.

Margaret stated Comfort Zone.

Paula Dowd stated she would contact them to update the Library website as well.

Maggie told the Trustees the fall special Town Meeting had been set for October 28<sup>th</sup> at 7:00 P.M. It would be held at Oakmont.



Ed stated when doing the survey he noticed we were the only Library that did not have fines for overdue books.

Margaret stated not having fines help the Library get very overdue books back. Patrons are relieved when they are told there is no fine to pay. The patrons have embraced the Cans for Fines.

Paula Dowd stated she feels it is good for the community, it shows people care, and there are a lot of people in this community that need help.

Paula Kuehl stated she thinks it was a nice way to teach children how to share.

Joe stated historically the Town has been opposed to revolving funds.

Maggie stated she had been in contact with Matt at Cable Access. The Library does not have a live drop. However Matt stated they are looking to put this into public buildings.

Maggie stated the cost would be zero to us. She will contact Matt stating the Library is interested.

Paula Dowd asked if there was anything else.

Joe made a motion to adjourn.

Ed seconded the motion. All were in favor.

Meeting ended at 5:47 P.M.

Respectfully submitted,

Margaret Donovan

Secretary Stevens Memorial Library Board of Trustees

Amended and Approved by the Board of Trustees September 2, 2014



Attachments:

Agenda from Trustees Meeting of August 5, 2014

Agenda from Public Forum of August 5, 2014