

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
July 21, 2015 - 4:00 p.m.



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

ABSENT: Paula Dowd

GUESTS: None

PRESS: None

CALL TO ORDER:

The meeting was called to order by Chairman Ed Vitone at 4:00 p.m.

Margaret French, the new Library hire, was introduced to the Library Trustees and she gave an overview of herself. Several Library Trustees asked her questions. She stated that this was the second day of her third week and this was the exact position that she wanted. Margaret French liked the town and found everyone welcoming and nice. The Library Trustees learned that Sarah Dorsey is her sister. Per Director Emily Donnelly, Margaret French is tech savvy and is involved with promotional information. She is spearheading weekly classes for the library patrons. Chairman Ed Vitone noted that the Library Trustees tested Director Emily Donnelly on her choice of Margaret French and Director Emily Donnelly was steadfast on her decision. Chairman Ed Vitone stated that hiring Margaret French was an excellent choice.

APPROVAL OF AGENDA:

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the agenda as presented and the vote was unanimous.

EXECUTIVE SESSION TO APPROVE JUNE 16, 2015 MEETING (READ/APPROVE/DO NOT DISTRIBUTE):

A motion was made by Paula St. Laurent and seconded by Margaret Donovan to enter into Executive Session to approve the June 16, 2015 meeting to read/approve/Do Not Distribute and the vote was unanimous.

A motion was made by Margaret Donovan and seconded by Paula St. Laurent Kuehl to adjourn the Executive Session meeting and return to the open session to continue Library business and the vote was unanimous.

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APPROVAL OF MINUTES:

A motion was made by Margaret Donovan and seconded by Candace Wright to approve the regular June 16, 2015 meeting minutes with one minor correction. Add the word "were" on Page 2, in paragraph 3 and the vote was unanimous.

A motion was made by Candace Wright and seconded by Ed Vitone to accept the June 25, 2015 Special Meeting minutes and the vote was unanimous.

DIRECTOR'S REPORT:

BUDGET UPDATE:

Director Emily Donnelly gave an overview of the FY15 Final Budget Report and the FY 16 Budget update.

Director Emily Donnelly stated that she added wrong in the last budget sheet. The May YTD projection states that the library spent ~\$103k and expected is expected to spend ~\$9k more in the regular wages line. She put ~\$107k in the YE estimate. Due to this error, \$12,000 will be needed from the MLAA vs. the projected \$10,000. Director Emily Donnelly said that she fully intends to leave behind this type of error in FY16. Director Emily Donnelly noted that the library ended up in the other direction in terms of state aid supplementation. The library spent about \$800 less than was approved.

OLD BUSINESS:

Director Emily Donnelly informed the Library Trustees that Rebecca Rice Flanagan and her father (the current J. Parker Rice) are very upset that the Col. Rice painting was returned to Westminster. Chairman Ed Vitone and Director Emily Donnelly both have spoken with Mrs. Flanagan about the situation. The Rices' asked for Joe VonDeck's help researching the origins of this situation and he and Director Emily Donnelly are working together to come up with a better timeline of Col. Rice's life and his ties to Westminster. Director Emily Donnelly explained to Mr. Von deck that the painting belongs to the Town of Westminster and that the Forbush Board of Trustees had asked for the painting to be returned to them permanently. Nick Langhart, the director of the Forbush Library, and Director Emily Donnelly will continue to engage in ongoing discussions about the matter and will work together to look for a satisfactory conclusion for all parties involved. Chairman Ed Vitone stated that whatever is recommended, the Library Trustees will have to assess the implications on the library before accepting any recommendation. Concern might include expense, liability and handling of the painting, etc. Chairman Ed Vitone suggested that Mrs. Flanagan attend the Library Trustees August 18, 2015 meeting to present her plans to the Trustees.

Director Emily Donnelly informed the Library Trustees that after repeated attempts to secure SJC as our AC technicians, she was unable to get a return phone call. She then made an appointment with Royal Steam, who came out and set up the AC to run, telling Library staff member Keith Penniman that he need only flip one final switch to start the system. Since the AC had failed to start after Keith Penniman flipped the switch, Director Emily Donnelly contacted SJC again and will have an update at the next Trustees meeting.

Director Emily Donnelly had hoped to deal with the alarm problem by connecting our burglar alarm to the fire panel, which would hook us into the Town system. This is how every other town building is secured. The Fire Department was unable to address the library need with the urgency that it required, so the Library will stay with Greenwood Alarm for the time being. The alarm now goes through the fax line, which is our remaining land line (i.e., not VoIP) and should be working correctly.

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Director Emily Donnelly stated that the library demo copier that was currently were using would cost \$110 per month. She decided that was too far out of our price range. A new printer was delivered to the library and will cost \$80 per month. This is about \$20 more than expected but for a larger copier plus the price of buying out our lease on the first one, this was a reasonable additional expenditure.

Library staff member Margaret French has contacted roofers and excavation companies with the help of DPW Administrative Clerk Mary Calandrella providing roofer suggestions and Vice Chairman Margaret Donovan for excavation company suggestions. Margaret French will get a quote and pass it onto Interim Library Director Catherine Callegari for Trustee consideration.

Director Emily Donnelly informed the Library Trustees that the Strategic plan has been submitted to the MBLC and they have confirmed receipt.

She noted that the library has access to eBooks through the Commonwealth eBooks collection (<http://ebooks.masslibsystem.org/>). She noted that this is not Overdrive (the popular vendor most folks are familiar with, available through C/W MARS), but three other sources: Biblioboard (mostly primary sources, historical documents, images, video, etc.); Axis 360 (bestsellers in fiction & nonfiction); EBL (primarily academic interest, but also topics like art, gardening, & cooking).

Director Emily Donnelly stated that Library staff member Margaret French expects to begin holding courses to train patrons in the use of these materials by the end of the summer.

The revised version of Behavior Policy is in director's materials.

She stated that after reviewing the policies of other libraries in the area and the materials provided by the American Library Association, the Internet Use Policy was unchanged. Director Emily Donnelly believed that the policy – as approved – clearly meets the criteria of the ALA, as well as adheres to community standards. The Trustees' concerns about the role of obscenity in the library are addressed in the obscenity clause, which includes the following: "Patrons are reminded that the library's computer terminals are located in public areas which are shared with library users and staff of all ages, backgrounds, and sensibilities. Individuals are expected to consider this diversity and respect the sensibilities of others when accessing potentially offensive information or images. The deliberate display of obscene materials or child pornography is prohibited as a violation of Massachusetts General Law." According to Massachusetts General Law, Chapter 272, Section 31, "obscenity" is defined as follows: "matter is obscene if taken as a whole it • (1) appeals to the prurient interest of the average person applying the contemporary standards of the county where the offense was committed; • (2) depicts or describes sexual conduct in a patently offensive way; and • (3) lacks serious literary, artistic, political or scientific value." With this understanding, the Director believes that the library can discourage the viewing of pornography on its premises, especially because we do not have facilities to protect children from seeing what is on any particular screen. No action will be taken until input is received from Town Counsel.

UPCOMING PROGRAMMING - 2015:

Summer Reading: Thursday, July 23 (11a): Ashburnham Fire Department (kids); Monday, July 27 (6p): Memoir Writing (adult/teen); Tuesday, July 28 (230p) - Science Tellers (kids) Wednesday, July 29 (630p) - Book Club (adults); Friday, July 31 (2p) - Steve Rudolph's Wild West Show (kids).

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FALL PROGRAMS - 2015:

Fall programs: (children's programs still to be scheduled); Wednesday, August 12 (630p) - Happily Broken: A Woman's Story of Surviving the Rwandan Genocide (adult/teen); Monday, August 31 (615p) - Book Club (adults); Wednesday, September 2 (6p) - Meet Julia Child (adult/teen); Monday, September 21 (630p) - Jeff Lawrence discusses his trip to Machu Pichu and the Galapagos Islands (adult/teen); Monday, September 28 (615p) - Book Club (adults); Wednesday, October 7 (630p) - Edible Plants (adult/teen); Monday, October 26 (615p) - Book Club (adults).

Director Emily Donnelly stated that she will have no upcoming out of office meetings except her impending Maternity leave.

Director Emily Donnelly stated that the new Library employee Margaret French started at the Library on July 6, 2015. She noted that the staff has been impressed with her energy, focus, and demeanor and stated that Margaret French is already a wonderful addition to the staff and has included the library on Twitter.

Catherine Callegari, the upcoming Interim Library Director will begin training at the Library on July 17, 2015. If more time is needed, the end training date is July 20, 2015. Director Emily Donnelly will have an update at the next Library Trustees meeting.

SATURDAY SCHEDULES:

The proposed schedule was distributed to the Library Trustees. Director Emily Donnelly has taken the Trustee suggestions under advisement and devised a schedule wherein the Library does not need to cut hours to add Saturdays with three people in the building at all times (except Saturdays). Most staff will be scheduled two hours short of their current weekly schedule. The gap will be filled by working 4 hours on Saturdays once a pay period. She suggested that the Library Saturday hours be 10:00 a.m. to 2:00 p.m. She noted that in a survey of nearby libraries about the seasonality of their Saturday hours, the reason given was simply use. Communities that close for Saturday in the summer do so because they found that use wasn't justifying the financial output for building and staff resources. Director Emily Donnelly suggested the Library stay open all year round at first. Westminster has been very successful with summer Saturdays, and the Stevens Memorial Library may be as well. Furthermore, there are people who vacation in Ashburnham just on the weekends, and the Library is not currently serving that population at all. If the use isn't justified after a year or two, Director Emily Donnelly suggested that opening on Saturdays be reevaluated.

For FY15 there is a need to cover salary overruns. \$10,000 was already approved and an additional \$2,180 is needed to complete FY15 in black.

A motion was made by Margaret Donovan and seconded by Candace Wright to cover any other overage in the "Operating Budget," excluding salary, will come from State Aid and the vote was unanimous. (After the meeting, Chairman Ed Vitone sent an email to Town Account Tanya Gaylord stating "the trustees voted unanimously to cover FY15 compensation overruns from MLAA funds and all other FY15 overruns (excluding compensation) from State Aid.")

Candace Wright mentioned that there is still a need for signage in order to locate the Library. Margaret Donovan mentioned the use of a sandwich board and send information to the newspapers. Ed Vitone added that we could contact the Police Chief to ask about using their electronic sign.

Paula St. Laurent-Kuehl mentioned adding the information to the overdue notices or possibly send a "Flash" announcement. Maggie Whitney mentioned the Town website. The Library Trustees agreed that the need to take a more proactive approach to promote the Library programs.

OLD BUSINESS:

REVIEW AND APPROVE INTERNET USE POLICY:

After much discussion, the Library Trustees agreed to hold their vote until Director Emily Donnelly receives Town Counsel Deb Philips input. Director Emily Donnelly will write an "Internet Use Policy" staff protocol.

REVIEW AND APPROVE PATRON BEHAVIOR POLICY:

A motion was made by Margaret Donovan and seconded by Maggie Whitney to accept the "Patron Behavior" policy and the vote was unanimous.

UPDATE TO HISTORICAL DIRECTORS AND TRUSTEES:

The Update to Historical Directors and Trustees was distributed to the Library Trustees for information only.

250th CELEBRATION PARADE – SUNDAY, SEPTEMBER 27, 2015 – LIBRARY'S ROLE

After a brief discussion, the Library Trustees agreed to participate in the parade on Sunday, September 27. It was decided to have a Library Float promoting the Library: Bookmarks, Magnets, New Saturday Hours, C/W MARS, Candy, Book Club, etc. Ed Vitone asked the Library Trustees to send their additional ideas to him via email. Maggie Whitney agreed to contact the 250th Celebration Committee to let them know that the Library will be participating and fill out the necessary paperwork.

A motion was made by Paula St. Laurent - Kuehl and seconded by Margaret Donovan not to exceed \$1,000 for parade participating and take the money from the Whittemore Fund and the vote was unanimous.

CORRESPONDENCE (SECRETARY):

Secretary Maggie Whitney asked if all the Library Trustees received the MLTA Newsletter via email on July 9, 2015. Vice-Chairman Margaret Donovan and Director Emily Donnelly did not receive the newsletter. Maggie Whitney will check on the mailing of the newsletter. *(After the meeting, Maggie spoke with Membership Chair Ann Marie Conant (978-649-2432) about the MLTA Newsletter and learned the following: Director Emily Donnelly does not receive the newsletter because it is a Trustees newsletter but feel free to forward a copy to her. Trustee Margaret Donovan should have received her MLTA Newsletter via USPO mail. If not, let her know.)*

TREASURER'S REPORT:

Paula St. Laurent - Kuehl presented the Treasurer's Report and the Library Year End Audit.

An updated report on the Whittemore Trust has not been sent out due to the transition of a new Town Treasurer.

On July 14th Paula St. Laurent - Kuehl met with Aneatra Comeau of Greenberg, Rosenblatt, Kull & Bitsoli for the Libraries Year End Audit. In going through the Cash Audit Policy & Procedures, Aneatra suggested a few changes that would help strengthen the policy. They are as follows:

- A dollar limit should be set with regards to making a "Reconciling Entry" to resolve any cash differences found during a Quarterly Audit. With the daily intake of cash being so low, her suggestion was to make this Reconciliation Limit \$1.00.

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- Limit Quicken Access – Currently all library employees have access to the Quicken account in order to make cash transaction entries. Aneatra suggested we limit who has access, and limit the entries from as they happen to inputting them once per shift.
- Friends Membership Dues – Presently when the staff collects Membership dues, they are not entered on Quicken, but set aside in the cash box. When the dues are transferred over to the Friends, we are not using a Receipt to record the transaction. Some type of record should be implemented as a safeguard.

A motion was made by Ed Vitone and seconded by Maggie Whitney to accept the Treasurer's Report as read and the vote was unanimous.

NEW BUSINESS:

TRUSTEE LIAISON TO FRIENDS:

Ed Vitone asked if a member of the Library Trustees were interested in serving as a Liaison to the "Friends" and Margaret Donovan and Maggie Whitney volunteered. The Library Trustees agreed to have both serve as Co-Liaisons to the "Friends." *(After the meeting, Director Emily Donnelly confirmed the meeting date of the "Friends." The meetings will take place on the third Wednesday of each month at 10:00 a.m. The next meeting will be on Wednesday, September 16, 2015.)*

The Library Trustees agreed to invite the "Friends" to their monthly meeting and distribute the notes to them as well. Secretary Maggie Whitney will add them to the distribution. Also, invite them to participate in the Library 250th Celebration Parade plans.

DIRECTOR'S GOALS AND OBJECTIVES FOR FY16:

The Library Trustees discussed the "Goals and Objectives" with Director Emily Donnelly:

1. Inventory library holdings (November 2015) a. Two inventories: one for the Preservation Room and one for the rest of the library
2. Upgrade website (December 2015)
3. Implement Green Energy Grant outcomes (dates to be determined by Town)
4. Institute regular programming for all ages (ongoing)
5. Transition the library to C/W MARS (December 2015-February 2016)
6. Begin layout study and create plan for creation of more welcoming space/improving flow (April 2016)
7. Complete staff evaluations, goal creation, and professional development planning (June 2016)
8. Increase active Friends memberships (June 2016)

Ed Vitone commented on Goal #3: He suggested that the Green Energy and the Library concerns go together. Candace Wright commented on Goal #7: Delete the staff evaluations from the goals. Ed Vitone and Margaret Donovan commented on Goal #8: add "...and work to find leadership." Check on Friends By-laws regarding June Elections. Director Emily Donnelly will send the Library Trustees her updated "Goals and Objectives."

(After the meeting, Director Emily Donnelly sent her new updated goals:

1. Inventory library holdings a. Two inventories: one for the Preservation Room and one for the rest of the library (November 2015) b. Finish culling & decluttering of library (January 2016)
2. Upgrade website (December 2015)
3. Support Green Energy Grant outcomes (dates to be determined by Town)
4. Institute regular programming for all ages (ongoing)
5. Transition the library to C/W MARS (December 2015-February 2016)

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6. *Begin layout study and create plan for creation of more welcoming space/improving flow (April 2016)*
7. *Increase active Friends memberships and work with the executive board to find new leadership (May 2016)*

APPROVE FY 16 TRUSTEE CALENDAR:

Ed Vitone distributed the update FY16 Trustee calendar.

REVIEW AUDIT REPORT:

Ed Vitone suggested that the Audit Report be discussed at the Library Trustees August 18, 2015 meeting and the Library Trustees agreed.

SATURDAY LIBRARY SCHEDULE/DIRECTOR WORK SCHEDULE:

Director Emily Donnelly distributed the Library work schedule. A concern regarding an employee(s) working 10 hour days would possibly mean overtime pay. Director Emily Donnelly stated that she would contact Town Administrator Doug Briggs. *(After the meeting, Director Emily Donnelly spoke with TA Doug Briggs about 10 hour days requiring overtime and he said, "In General Bylaws section XXVII Personnel Section 2, sub section 2.70 overtime shall be based on a 40 hours work week," as opposed to basing it on the number of hours worked in one day.)*

DIRECTOR'S EVALUATION:

Ed Vitone commented on the evaluation two forms:

- A very in-depth system
- Commend the Trustees for the honesty and effort when preparing the evaluations
- The work sheet/job specific and the Town's evaluation response was similar among the Trustees
- Views captured the Trustees Board as a whole
- Recognized strengths
- Recognized improvements that were needed
- Overall rating was satisfactory

Ed Vitone stated that if the same ratings in each of the categories were repeated in the next evaluation the overall rating of the Director would be less than satisfactory. Ed Vitone went on to say that he is optimistic that the next evaluation will improve beyond satisfactory. Candace Wright noted that the goal development is based on the evaluation. Director Emily Donnelly input on the evaluation is as follows:

- A fair evaluation
- Grateful the Library Trustees were honest
- Will work with Ed Vitone to help meet the new goals and objectives
- Will count on the Library Trustees because they are experienced
- The evaluation was not unreasonable

Ed Vitone will work with Director Emily Donnelly on "Action Plan" per MBLC. There will be a six month review in January 2016. The Evaluation Committee will re-submit the forms to the Library Trustees. Ed Vitone thanked everyone for their involvement in the evaluation. Margaret Donovan stated that the Library Trustees want Director Emily Donnelly to succeed. Since Director Emily Donnelly's overall evaluation was satisfactory the trustees voted to award Ms. Donnelly the town wide 2 percent (Cost of Living Adjustment) COLA retroactive to July 1, 2015.

A motion was made by Ed Vitone and seconded by Maggie Whitney to approve the 2 percent COLA, retroactive from July 1, 2015, for Director Emily Donnelly and the vote was unanimous.

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Margaret Donovan informed the Library Trustees that Stan Smith will contact Director Emily Donnelly about appraising the dolls that are in the Library. He has found experts but it will take time.

Director Emily Donnelly handed out the Town's "Sexual Harassment" policy and asked the Library Trustees to complete the form and return to the town by August 21, 2015.

ADJOURNMENT

A motion was made by Margaret Donovan and seconded by Maggie Whitney to adjourn the meeting at 6:28 p.m. and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Library Trustees Secretary