

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



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

Candace Wright and Paula St. Laurent Kuehl left the meeting at about 4:45 p.m. due to another commitment.

GUESTS: Friends Secretary Dottie Munroe
Dottie Munroe left the meeting at about 4:30 p.m.

PRESS: None

CALL TO ORDER:

The meeting was called to order by Chairman Ed Vitone at 4:04 p.m.

APPROVAL OF AGENDA:

A motion was made by Candace Wright and seconded by Margaret Donovan to accept the agenda as amended (adding topics: Announcements; Closing Weekends; Petty Cash and Director's Schedule) and the vote was unanimous.

ANNOUNCEMENTS:

Director Emily Donnelly informed the Library Trustees that the library will be closed for carpet cleaning on Saturday, October 10, 2015. She noted that there was no way to have the carpet cleaned without closing for a day. ARIS, the state statistics report, is one number away from completion.

CLOSING HOLIDAY WEEKENDS:

To allow the library staff to spend more time with their families, Director Emily Donnelly presented the following recommendations:

- **Thanksgiving:**
 - Close at 5:00 p.m. on Wednesday, November 25, 2015 (the day before Thanksgiving)
 - Re-open at 10:00 a.m. on Monday, November 30, 2015
- **Christmas:**
 - Close at 3:00 p.m. on Thursday, December 24
 - Re-open at 10:00 a.m. on Monday, December 28, 2015

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- **New Year's:**
 - Close at 5:00 p.m. Thursday, December 31
 - Re-open at 10:00 a.m. on Monday, January 4, 2016

Candace Wright suggested that the library close on these holiday dates at 3:00 p.m. to be consistent.

A motion was made by Candace Wright to accept the holiday closing dates and close at 3:00 p.m. on all holiday dates and it was seconded by Margaret Donovan. The vote was unanimous.

PETTY CASH:

Director Emily Donnelly stated that trying to reimburse the petty cash drawer has been unwieldy and currently there is a check written out to Director Emily Donnelly which means she would need to take the check to her bank, cash, and bring the cash back. She proposed to eliminate petty cash. She noted that the library used about \$25 last year, which is not enough money to justify the difficulty of transparently maintaining it, let alone replenishing it. Director Emily Donnelly also noted that the library is the only department that has petty cash.

Staff members would just front the money that would be taken from petty cash (generally less than \$10 for postal expenses) and submit for reimbursement through the warrant cycle providing greater transparency and much simpler.

A motion was made by Maggie Whitney and seconded by Paula St. Laurent Kuehl to eliminate the Library Petty Cash and the vote was unanimous.

DIRECTOR EMILY DONNELLY SCHEDULE:

Director Emily Donnelly explained that as her maternity due date nears, she would like to work from home on Wednesdays until she goes on maternity leave. With this change the library is still fully staffed, but allows Director Emily Donnelly a little more flexibility with no commute. She noted that she would still be completely accessible via email and phone.

A motion was made by Maggie Whitney and seconded by Margaret Donovan to allow Director Emily Donnelly to work at home on Wednesday's until she goes on maternity leave and the vote was unanimous.

ASHBURNHAM 250TH CELEBRATION PARADE:

At this exciting brain-storming session, the Library Trustees expressed many ideas. It was agreed to use the Ashburnham 250th Celebration theme: “Past – Present – Future.”

Bill Johnson has offered his landscaping trailer and Candace and Richie Wright have offered the use of their hay wagon for the library float. It was decided to use the Wrights’ hay wagon because it was longer and would hold more props. Ed Vitone offered to check the measurements on the hay wagon. Paula St. Laurent Kuehl noted that St. Denis/St. Anne’s Church was also using a hay wagon.

The “**Past**” theme would be an older woman in past dress attire (Maggie) sitting in a rocking chair reading to three children using a hurricane lamp for a reading light.

The “**Present**” theme will address the current use of the library: Book Club; Computer Tablets; DVD Rack and a Computer. “SML Book Club” t-shirts will be worn by The Book Club participants and Paula Dowd has offered to research the cost of the t-shirts.

Chairman Ed Vitone offered to take photos of the library and then attach the photos to the hay wagon to produce a replica of the library on the float. Paula St. Laurent Kuehl suggested using something other than crepe paper in case Mother Nature supplies rain that day. Ed Vitone stated that the material will be vinyl.

The Library Trustees agreed that magnets, bookmarks and candy be distributed to parade viewers and can also be used at the library after the parade. Paula Dowd suggested that 1,500 magnets be ordered. Director Emily Donnelly noted that the bookmarks will be done in house. Paula St. Laurent Kuehl will check on BJ’s candy prices. Paula Dowd offered to check on the price of candy as well and worth having several price quotes.

The “**Future**” theme will address the digital cloud connected to the past and present. Ed Vitone will research and email photo(s) examples to the Library Trustees. Paula Dowd suggested that there be approximately three multi-generation children wearing google glasses and watches to predict the future. Director Emily Donnelly and Margaret Donovan suggested CW/MARS be mentioned too.

Margaret Donovan agreed to work on signage; check on a rocking chair and a hurricane lamp.

Paula Dowd offered to search for a hurricane lamp.

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The table and chair that is needed will come from the library.

At the July 21, 2015 meeting, the Library Trustees unanimously voted to use \$1,000 from the Whittemore Fund for the library parade expenses.

ADJOURNMENT

At 5:17 p.m. a motion was made by Maggie Whitney and seconded by Margaret Donovan to adjourn the meeting and the vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Library Trustees Secretary