

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
August 18, 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, Paula Dowd, Library Director Emily Donnelly and Rosemarie Meissner -- Friends of the Stevens Memorial Library representative

GUESTS: None

PRESS: None

CALL TO ORDER:

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

APPROVAL OF AGENDA:

Ed Vitone asked to have two items added to the agenda: Received bill from Greenberg, Rosenblatt, Kull, Bitsoli, P.C. for the library audit (January 1, 2015 through July 31, 2015) and signage.

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

PUBLIC INPUT (5 MINUTES):

Ed Vitone noted that it is customary to ask for public input before and after the meeting and added it to the agenda. There was no public input.

APPROVAL OF MINUTES: July 21, 2015 and August 4, 2015:

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the July 21, 2015 meeting minutes and the vote was unanimous.

A motion was made by Margaret Donovan and seconded by Candace Wright to accept the August 4, 2015 meeting minutes and the vote was unanimous.

DIRECTOR'S REPORT:

LIBRARY STATUS:

Art & artifacts:

Col. Rice painting

Director Emily Donnelly informed the Trustees that Mr. Joseph von Deck completed a biography of Col. Rice and wrote her a letter about the situation. She noted that both documents were included in the Trustees packet.

The Trustees discussed in great detail the Col. Rice Painting situation and unanimously decided to refer the matter to the Rice family to pursue. The Trustees also suggested a letter be sent to Mr. Joseph von Deck to thank him for his in-depth research. Secretary Maggie Whitney will send the letter to Mr. Joseph von Deck.

Ed Vitone offered to contact Rebecca Rice Flanagan and update her on the Trustees decision.

Antiquities

Stan Smith returned the art & artifacts that he'd borrowed (1 tablet, 2 Asian dolls, 2 pieces of pottery, and the blue beaded necklace) to take to Eldred's in Dennis. He will continue to do further research, and will have a complete, detailed summary hopefully by late fall (definitely by the end of the year). His preliminary report is as follows:

- The **tablet** & the **mask** (he showed them a picture of the mask) should be taken to the antiquities department at Christie's Auction House.
- The **dolls** are from the 20th century. As such, the pair is probably worth about \$100 to \$200 (combined, not each).
- The **pottery** is Mexican and of undetermined (but not high) value.
- The **necklace** is either Native American or African. It needs more research, but might be valuable
- He showed them a picture of the Claude Rene Martin **painting**, and they agreed with his assessment that it's probably worth about \$300 to \$500.

Facilities

Director Emily Donnelly contracted with Guardian to get a phone for Margaret; have a signed a "Scope of Work" and hope to have it set up in the next week or two.

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FY15 FINAL BUDGET REPORT:

	Municipal Appropriation	Year End Total (Town number)	Over/ Under	My number at last meeting	Notes
Salaries & Wages	\$111,675	\$114,496.54	(\$2,821.54)	\$110,452	\$12,180 is the overage I predicted at the last meeting. Differences between temp & regular wages has been addressed and does not affect the bottom line.
Wages - Temporary	\$3,500	\$12,080.00	(\$8,580.00)	\$16,125	
Wages - Overtime	\$0	\$778.02	(\$778.02)	\$778	
	\$115,175	\$127,354.56	(\$12,179.56)		<i>Approved \$12,180</i>
Energy & Utilities	\$21,625	\$18,755.35	\$2,869.65	\$18,755	Numbers match
Repairs & Maintenance	\$13,360	\$17,953.41	(\$4,593.41)	\$17,894	Transcription error. Town number is correct.
Communications	\$1,835	\$1,977.65	(\$142.65)	\$1,978	Numbers match
Supplies	\$4,500	\$4,699.27	(\$199.27)	\$4,637	Transcription error. Town number is correct.
Prof Devel & Travel	\$1,000	\$838.57	\$161.43	\$839	Numbers match
	\$42,320	\$44,224.25	(\$1,904.25)	\$44,103	<i>Approved \$2500</i>
Books	\$37,000	\$37,023.87	(\$23.87)	\$36,927	Error in tracking a payment error that occurred months ago. Town number is correct
Total	\$194,495	\$208,602.68	(\$14,107.68)		

FY16 BUDGET UPDATE:

Budget

Director Emily Donnelly noted that the Year-end numbers are in. At final reconciliation, we used \$12,180 of MLAA to fill in for salaries and \$1,928 from state aid for operating expenses.

Carryover numbers from non-municipal accounts are as follows (and are correct on the budget cover sheet):

- State Aid: \$5,422.74
- MLAA: \$10,704.51
- Whittemore: \$64,421.20
- Stevens Rental: \$5,872.17
- Donations: \$4,026.24

Upon further research, the Esther Oliver fund is not a library fund, but is a town fund. If we have a program or need that supports unmarried women of Ashburnham, we are welcome to apply for its use.

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Director Emily Donnelly informed the Trustees that the cost for CW/MARS was lower than expected. It was originally stated at \$8,500 and the cost now is \$1,427.87. It was noted that this is great savings for the Library. Also, the CW/MARS Project Coordinator for the Library will be Janet Shattuck who lives in Ashburnham.

Mininet Member Library QUOTE - FY16 Ashburnham Stevens Memorial Library
 Date: 8/12/2015

Item	Detail	Cost
Ongoing Costs		
Per member(flat rate)		\$ 1323.00
Per line cost		\$ 1343.00
Item count	25545	2299.05
Circulation (3 year average)	25083	\$ 1 254.15
Subtotal		\$ 6,219.20
7 months prorated		\$ 3,627.87
One Time Startup Costs*		
Per-member		1\$ 500.00
Subtotal		1\$ 500.00
<i>* Stsit-up costs may be paid over 2 years if this helps the library</i>		
Subtotal		\$ 4,127.87
SLiN Grant		\$ 2,200.00
MBle SUN New Member Grant		\$ 500.00
Total Owed		\$ 1,427.87

Please complete, sign, and return to Tim Spindler, C/W MARS, Inc., 67 Millbrook St. Ste. 201, Worcester, MA. 01606.

Internet Use Policy:

Town Counsel Debbie Phillips edited the internet use policy and Director Emily Donnelly concurred with all of her edits.

A motion was made by Paula St. Laurent – Kuehl to accept the Internet Use Policy as presented and it was seconded by Margaret Donovan. The vote was unanimous.

In addition, Director Emily Donnelly wrote a condensed “Internet Use Policy” for posting on the library computers. The Trustees gave their input on the document and Ed Vitone noted that it is the Director’s responsibility to finalize the document.

Programming:

Director Emily Donnelly updated the Trustees on the upcoming 2015 library programming
Fall programs:

- Wednesday, August 12 (6³⁰p): *Happily Broken: A Woman's Story of Surviving the Rwandan Genocide* (adult/teen)
- Thursday, August 20 (10³⁰a): Teddy Bear Picnic (kids under 6)
- Monday, August 31 (6¹⁵p): Book Club (adults)
- Wednesday, September 2 (6p): Meet Julia Child (adult/teen)
- Monday, September 14 (6³⁰p): Jeff Lawrence discusses his trip to Machu Pichu and the Galapagos Islands (adult/teen)
- Monday, September 28 (6¹⁵p): Book Club (adults)
- Saturday, October 3 (10³⁰a & 12p): *Birds of Prey – two shows* (all ages)
- Wednesday, October 7 (6³⁰p): *Edible Plants* (adult/teen)
- Monday, October 26 (6¹⁵p): Book Club (adults)

Director Emily Donnelly informed the Trustees that Peggy Bennett and Margaret Donovan will help train Library Assistant Margaret French with story time.

Upcoming out of office meetings (director's commitments):

Director Emily Donnelly attended out of office meetings and will soon be on maternity leave with Catherine Callegari filling in as the Interim Library Director. Catherine will work on Mondays and Fridays.

Summer reading wrap-up:

Total sign-ups: 273!

- Kids: 175
- Teens: 24
- Adults: 74

Director Emily Donnelly noted that next year participation should be tracked so there is a sense of how many of those sign-ups came back and took part in the program(s).

Summer Reading Programs Held:

- Registration Party/Kickoff & Mystic Drumz – 147
- Joni Mayhan (Adult/Teens) – 24
- Dino Days Puppet Show/Workshop (All ages) – 48
- Wilderness Survival (Adult/Teens) – 32
- Wild Heroes (All ages) – 43

Summer Reading Programs Held (Continued):

- Birds of Prey (All Ages) – 53
- Summer Tastes from the Garden (Adults/Teens) – 6 (*limit was 30; it was very hot out*)
- Wild Tales (Kids under 7) – 22
- Adaptable Animals (Ages 7+) – 31
- Ashburnham Police Department (All Ages) – 35
- Art Around The World (Ages 6+) – 26
- Ashburnham Fire Department (All Ages) – 63
- Memoir Writing (Adult/Teen) – 6 (*limit was 10*)
- Science Tellers (All Ages) – 28
- Steve Rudolph’s Wild West Magic Show (All Ages) – 60

Increasing participating was a concern and it was noted that sending a press release to the area newspaper might be helpful in increasing the participation.

The Cash collection for FY16 is as follows:

	General Fund	Donations
Jul 6-Aug 7	\$135.10	\$60.85
YTD	\$135.10	\$60.65

OLD BUSINESS:

LIBRARY SIGNAGE:

Signage is still a concern and a hot button with the Trustees. Many people have no idea what is available in Town. The Friends representative Rosemarie Meissner informed the Trustees that the Ashburnham Business Council and the Rail Trail Committee is working to rethink their purpose and signage might be become one of their initiatives. She asked if the Trustees would be interested in improving signage and the Trustees definitely agreed. The State Reps may attend a Business Council meeting – possibly in October.

Paula St. Laurent – Kuehl asked if it would be possible to put “Library” on a street sign. Director Emily Donnelly stated that a letter could be sent to the Chapel Street residents if a sign is erected on the Library side entrance. It was agreed that the Library is not clearly marked. Candace Wright suggested that the Trustees invite Town Administrator Doug Briggs to a Trustee meeting.

Candace Wright also mentioned the Trustees ask Interim Director Catherine Callegari about a universal sign. Ed Vitone suggested that we discuss what the Trustees want at the September 2015 meeting.

REVIEW AUDIT REPORT AND RECOMMENDED ACTIONS:

Ed Vitone noted that last year the firm -- Greenberg, Rosenblatt, Kull & Bitsoli, P.C. – did the forensic audit and they were hired again this year to do the annual audit. The Trustees and Library Director Emily Donnelly spent a good portion of the meeting reviewing the firm's recommendations. The following was agreed upon:

- Keep a maximum of \$30 in the cash box plus the \$30 in change (\$60 total) and anything over that amount be returned to the Town of Ashburnham.
- Discuss the audit report with the "Friends." Explain that someone from the "Friends" must come to the library at least once a week to pick up their money. The maximum amount for the Town is \$130 and the maximum amount for the "Friends" (10 envelopes) is \$100. It was agreed that the "Friends" have the same criteria as the Town of Ashburnham. Margaret Donovan noted that the former Director would contact the "Friends" to pick up their donations. "Friends" Representative Rosemarie Meissner was concerned about a possible robbery having excess money held at the Library. Director Emily Donnelly stated that she would set up the process between the staff and the "Friends." Ed Vitone will contact the President Melanie Hyslop of the same and have a letter sent to the "Friends" as follow-up and on file.
- Ed Vitone stated that a different person must count the cash and it is not that there is a lack of trust but the need to follow sound financial practices. The Trustees asked Library Director Donnelly to try this process and she agreed.
- A \$5.00 and over receipt to be recorded and given to library users.
- Need to record how many "Friends" envelopes were received. Various ideas were presented and it was agreed to document in a log.
- A \$2 daily cap on discrepancies and a \$10 cap on quarterly discrepancies. Discrepancies above these levels will have to be researched and reconciled vs. making an adjusting entry.

A motion was made by Maggie Whitney to pay Greenberg, Rosenblatt, Kull & Bitsoli, P.C. invoice of \$1,100.00 for professional services rendered and it was seconded by Margaret Donovan. The vote was unanimous. (It was noted that they gave the Library a \$1,000 In-Kind write-off.)

CORRESPONDENCE – SECRETARY’S REPORT:

Secretary Maggie Whitney asked if the condensed “Trustees Handbooks” from the Massachusetts Board of Library Commissioners (MBLC) had arrived and Director Emily Donnelly stated none have been received as yet. *(After the meeting, Secretary Maggie Whitney left a voicemail message with MBLC Outreach Coordinator Matthew Perry on August 19, 2015 and as yet have not received a call back.)*

ELEVATOR FINE:

Per an August 7, 2015 letter from the Commonwealth of Massachusetts Department of Public Safety, for the expired elevator appeal, must be resubmitted due to a new law enacted on July 15, 2014. The following is required:

- Submit a new appeal form.
- Appeal form must be filled in its entirety and include detailed reasons for the appeal as well as supporting documentation.
- Must use one appeal form per unit.
- Must be received by the Department on or before October 13, 2015.
- Failure to appeal by October 31, 2015 shall constitute a waiver of the right to appeal.

Chairman Ed Vitone filled out and submitted the original form and agreed to do it again. Paula Dowd suggested that our State Representative be contacted about this issue.

TREASURER’S REPORT:

Paula St. Laurent - Kuehl presented the Treasurer’s Report. On August 12, 2015 Paul Pollastri gave her an updated report on the Whittemore Trust. There was an increase in the Whittemore Trust noting that the endowment from Erb & Erb was obviously deposited as of this date.

A motion was made by Margaret Donovan and seconded by Ed Vitone to accept the Treasurer’s Report as read and the vote was unanimous.

NEW BUSINESS:

REVIEW ARIS & FINANCIAL REPORTS SENT TO MBLC:

The Trustees received a letter from the MBLC regarding new information for State Aid. Due to a request from the state auditors, the MBLC is now required to collect additional documentation concerning the annual municipal appropriation to the library. Public libraries are now required (per a state audit) to submit documentation that provides municipal appropriation information from the city/town budget as part of the State Aid Application process. It was noted that they don’t need the entire Town budget but just the Library appropriation pages/sections. Samples were included in the packet.

Director Emily Donnelly and Chairman Ed Vitone signed and submitted the Annual Report Information Survey (ARIS) of 2015 Data. Both the Annual Report Information Survey (ARIS) and the state aid financial report have been submitted and received by the state. The information was due to the MLBC to be considered eligible for the FY2016 State Aid to Public Libraries.

Director Emily is confident that the numbers accurately reflect the current state of the library, and is excited to see how we grow over the years with this as a basis. The reports are in the Director's materials.

250TH CELEBRATION – FLOAT PLANNING:

Chairman Ed Vitone handed out float layout and concept plans for the Trustees to review and the concept was unanimously accepted the Library Trustees.

The Trustees decided that Staples had the best prices. *(After the meeting, Ed Vitone noted that Staples did a great job and Maggie's 20% coupon saved plus an additional company discount from Staples saved the Library a substantial amount of money.)*

Each Trustee offered to help with the completion of the float for the 250th Parade. It was agreed that on September 18, 2015 at 1:30 p.m. at the home of Candace Wright would be the assembly day for the float.

OTHER:

PUBLIC INPUT (5 MINUTES):

There was no public input.

ADJOURN:

A motion was made by Maggie Whitney and seconded by Candace Wright to adjourn the meeting at 6:09 p.m. The vote was unanimous.

Respectively Submitted,

Maggie Whitney (Electronic Signature)

Maggie Whitney
Library Trustees Secretary