

Stevens Memorial Library Trustees Meeting Minutes  
Malcolm Stewart Room  
October 20, 2015 – 4:00 p.m.



The Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA 01430  
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**ATTENDEES:** Chairman Ed Vitone, Vice Chairman Margaret Donovan, Treasurer Paula St. Laurent – Kuehl, Secretary Maggie Whitney, Interim Director Catherine Callegari and President Melanie Hyslop and Treasurer Elaine Gardiner from the Friends of the Stevens Memorial Library.

**ABSENT:** Paula Dowd and Candace Wright

**GUESTS:** Rebecca Rice Flanagan (On Agenda)

**PRESS:** None

**CALL TO ORDER:** The meeting was called to order by Chairman Ed Vitone at 4:01 p.m.

**APPROVAL OF AGENDA:**

***A motion was made by Margaret Donovan and seconded by Paula St. Laurent-Kuehl to accept the agenda as presented and the vote was unanimous.***

**PUBLIC INPUT (5 MINUTES):** There was no public input.

**APPROVAL OF MINUTES: September 20, 2015:**

***A motion was made by Paula St. Laurent-Kuehl and seconded by Margaret Donovan to accept the September 20, 2015 meeting minutes as presented and the vote was unanimous.***

**REBECCA RICE FLANAGAN – COL. RICE PAINTING:**

Chairman Ed Vitone gave a brief overview of the Col. Rice Painting that was originally given to the Westminster Forbush Library by a Rice family member; loaned the painting to Ashburnham Stevens Memorial Library and recently the painting was returned to the Westminster Forbush Library.

The Trustees discussed in great detail the Col. Rice Painting situation at their September 15, 2015 meeting. At that time a ***motion was made by Margaret Donovan and seconded by Paula St. Laurent-Kuehl to advise the Rice family the Library would be pleased to accept the painting as a gift and the vote was unanimous.*** A letter was sent by Chairman Ed Vitone to Rebecca Rice Flanagan stating the Library Trustees decision. Upon receipt of this letter, Rebecca Rice Flanagan contacted Chairman Ed Vitone asking to have an opportunity to speak with the Library Trustees about the Col. Rice painting. The request was placed on the October 20, 2015 Trustees meeting agenda.

**REBECCA RICE FLANAGAN – COL. RICE PAINTING (Continued):**

The Trustees introduce themselves to Rebecca Rice Flanagan.

She then gave an in-depth history of the Rice family and the Col. Rice Painting.

She stated that there was most likely a misunderstanding in the placement of the painting. She will contact the Westminster Forbush Library to discuss having the painting returned to Stevens Memorial Library. According to Rebecca Rice Flanagan, Nick Langhart, Westminster Forbush Library Director, is open to negotiating. Chairman Ed Vitone stated that the transfer would need to be done through a Westminster Town Meeting. He also suggested that Rebecca Rice Flanagan would possibly benefit from a Westminster advocate. He suggested she also contact Board of Selectman Chairman John Fairbanks.

Rebecca Rice Flanagan agreed with the Stevens Memorial Library Trustees that the painting would be donated to the library with title transfer and the Trustees would not accept the painting under any other circumstance. Margaret Donovan stated that it took three people to move the painting. Receiving the painting as a gift is much better than a loan. She was afraid that moving the painting back and forth something could happen to the painting.

**DIRECTOR'S REPORT:**

**Past Programs:**

- Monday, September 28 (6<sup>15</sup>p): Book Club (adults) – 18
- Saturday, October 3 (10<sup>30</sup>a & 12p): Birds of Prey – *two shows* (all ages) - 43
- Wednesday, October 7 (6<sup>30</sup>p): Edible Plants (adult/teen) – 30 (There is an Edible Plants handout available at the desk.

**Programming publicity:**

- Newsletter; event reminders: Library Assistant Margaret French has sent out the first newsletter (October 2015) via email. There was a sign-up sheet to receive the newsletter but several patrons were concerned about confidentiality. The staff is now asking the patrons if they'd like to have a newsletter emailed to them and taking their information of appropriate. The next newsletter will be send in November 2015.
- SMS: There are many SMS programs in a wide range of prices including one by "Mail chimp" which we already use for our newsletter. The interim director will give the director a document with all the gathered information for future use.
- Town Website: Interim Library Director Catherine Callegari noted that the Town website did not have the new Saturday hours. She spoke with Web Coordinator Donna Burton and the changes have been made.
- Flyers around town: Interim Library Director Catherine Callegari will distribute program flyers to the Ashburnham Post Office and the Ashburnham Market.

**Facilities:**

- Carpet cleaning: Looks great and the company noted that they had more cleaning space with the new changes in the Library.
- Meeting Room hardwood flooring estimate from Lou Topia was \$3,000 and includes the stairs. It was agreed that the Trustees wait until after the Green Energy for the library is completed.

**Non-book inventory:**

This inventory is 95% done. The plan is to have it scanned to a PDF document. Eventually consumable items in the activity room and staff work area will be inventoried as well.

**Signage:**

See below.

**Landscaping:**

Plantscape estimate was \$1,000 not including trees on fence line. The actual charge was \$462.

Interim Library Director Catherine Callegari suggested that the “Friends” may have a “Gardening Club” to work on the Library landscape or hire someone in the summer. The lower part of the library building needs power washing. The estimate is \$200 from Plantscape.

Interim Library Director Catherine Callegari stated that she also contacted Plantscape for an estimate on cutting trees near the fence on the Chapel Street side as requested by the Trustees. Town Administrator Doug Briggs has verified that this is town property and the trees can be removed.

Interim Library Director Catherine Callegari stated that it would be common courtesy and a good neighbor policy to contact Bonnie Caouette regarding cutting the trees because currently the trees provide privacy for her.

**Budget:**

Interim Director Catherine Callegari stated that the budget to date is 19.2% and this number is where the library should be at this time. She noted that there is about a \$100 Amazon book discrepancy because an invoice may have been paid twice. She noted that the account has already been credited.

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Stevens Memorial Library - Fiscal Year 2016

		Municipal Appropriation	Capital Plan	State Grants	Whittemore	Trust Funds	Stevens Rental	MLAA	Donations Memorial	Grand Total
Funds	Prior Year Carrover		\$1,140	\$5,423	\$64,421	\$210,132	\$5,872	\$10,705	\$3,917	\$301,610
	Current Year Funds (Est)		\$0	\$7,500	\$41,306	\$5,000	\$3,600	\$7,500	\$1,500	\$66,406
	Forecasted Expenses		\$1,140	\$7,500	\$10,125	\$0	\$0	\$10,000	\$0	\$28,765
	Forecasted YE Balance		\$0	\$5,423	\$95,602	\$215,132	\$9,472	\$8,205	\$5,417	\$339,251
16610 51100	Salaries & Wages	\$ 139,283						\$ 7,000		\$ 146,283
16610 51200	Wages - Temporary	\$ 2,300						\$ 3,000		\$ 5,300
16610 51300	Wages - Overtime	\$ -								\$ -
16610 52400	Repairs & Maintenance	\$ 12,403								\$ 12,403
16610 53000	Prof & Tech Svcs	\$ 6,159								\$ 6,159
16610 53400	Communications	\$ 725								\$ 725
16610 54200	Supplies	\$ 2,923								\$ 2,923
16610 55800	Books	\$ 38,656								\$ 38,656
16610 57100	Prof Devel & Travel	\$ 1,000								\$ 1,000
	<b>Programs</b>			\$ 7,500	\$ 3,025					\$ 10,525
Other										
	<b>Total</b>	\$ 203,449	\$ -	\$ 7,500	\$ 3,025		\$ -	\$ 10,000	\$ -	\$ 223,974
Capital Plan	[Proposed project TBD]		\$1,140							\$1,140
Other	C/W MARS				\$5,000					\$5,000
	Audit				\$1,100					\$1,100
	250th float				\$1,000					\$1,000
	[security cameras/system]									\$0
	<b>Total</b>		\$1,140	\$0	\$7,100		\$0	\$0	\$0	\$8,240
	<b>Total Budget</b>		\$1,140	\$7,500	\$10,125		\$0	\$10,000	\$0	\$ 252,739
	<b>Town Appropriation</b>	\$ 203,449								

**Cash collection, FY16**

	General Fund	Donations
Jul 6-Aug 7	\$135.10	\$60.85
Aug 8 – Sept 4	\$105.59	\$10.86
Sept 5 – Oct 3	89.35	24.80
<i>YTD</i>	<i>\$330.04</i>	<i>\$96.51</i>

**Holiday Breakfast:**

The date is December 10<sup>th</sup> at 8:00 a.m. and hopefully at the 873 Café located in Ashby, MA. Their person limit is 15. Chairman Ed Vitone suggested that Interim Library Director Catherine Callegari send an email to the Trustees, Library Staff, Library Volunteers and the “Friends” to obtain a headcount.

**Upcoming Programming:**

- Fall programs
  - Monday, Oct 26 – 6:30p - Book Club (adults)
  - Wednesday, Oct. 28 – 6:30 pm - Margaret’s e-book workshop (adult/teen)
  - Monday, Nov 2 – 6:30pm: Julie Calamine ukulele workshop (adult/teen)
  - Saturday, Nov 14 – 10:30 Debbie O’Carroll Library Magic show (instead of story time)
  - Monday, Nov 16 – Galapagos with Jeff Lawrence (adult/teen)
  - Monday, Nov 30 – 6:15 pm, Book club (adults)
  - Monday, Dec 7 – Donna Decker (adult/teen)

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Interim Library Director Catherine Callegari noted that not all programs will need a sign-up sheet. This is just another layer of work for the staff and the patrons who would like to attend. She also noted that Saturday attendance is low and that could be due to the new hour and/or the fall season with the start of school. She noted that the patrons are pleased that the library does have Saturday hours.

Interim Library Director Catherine Callegari mentioned that the Saturday story time is very popular. With the input of Library Director Emily Donnelly, a new rug was purchased and is a big a hit with the participants.

There are no upcoming out of office meetings for the Library Director.

Library Director Emily Donnelly will return to work on November 12, 2015.

Interim Library Director Catherine Callegari noted that Library Director Emily Donnelly was not paid properly last week. Payroll will make up the difference in the next check.

Just like last year, a donation box will be in the Library for “Our Father’s House” located in Fitchburg, MA.

Library Assistant Margaret French is still working on contacting a contractor to grade ground slopes around the building. When it rains, the water runs off the roof and pools around the foundation.

Margaret Donovan suggested that Bonnie Caouette’s husband contact R.E. Contractors and Paula St. Laurent-Kuehl contact Robbie Brennan owner of Brennan’s Sub-Compact Tractor Services.

Interim Library Director Catherine Callegari explained that there was a little problem with the program Quicken and is working on the issue. Chairman Ed Vitone suggested that the Cash Collection be added to the budget sheets.

**ELEVATOR FINE:**

Received a letter from the state stating that the elevator fine of \$20,000 was cut to \$10,000 and the library has the option to appeal the decreased fine. Per Paula Dowd’s suggestion, Chairman Ed Vitone contacted State Senator Ann Gobi and State Representative Jonathan D. Zlotnik for their support. A letter sent to the Department of Public Safety and signed by the State Senator and State Representative stating that this is a *“considerable sum for a town as small as Ashburnham (pop: 6,000) to pay. We hope that the Stevens Memorial Library’s track record of 27 years without any public safety incidents and immediate rectification of the error will lead the interested parties to conclude that waiving the fine would be the best course of action in this case.”*

**BOILER REPAIR:**

Chairman Ed Vitone noted that the boiler is currently working. A sealant was used for the time being until the Green Energy project is completed for the Library.

**250<sup>th</sup> CELEBRATION RECAP:**

“Friends” President Melanie Hyslop noted that she was proud of the float and the response to the float was positive. She was pleased that the Library was in the parade. The Trustees were in agreement that the float was received in a positive fashion. Chairman Ed Vitone was thanked for his hard work in preparing the float and he thanked everyone for the hard work and involvement.

Interim Library Director Catherine Callegari informed the Trustees that the banner with the Library hours that was on the float now hangs on the playground fence.

**GREEN ENERGY UPDATE:**

Chairman Ed Vitone, who is on the committee, gave a brief update:

- Two companies will submit their quotes for new boilers.
- Cushing Academy is converting their campus to HVAC units similar to the Library’s Preservation Room.
- Will receive a professional opinion in two weeks from HVAC Company that services Cushing Academy.
- The size of Library boiler might be changed. Hope to define heating system by December 2015. If the patch to the current boiler fails, the Library will have to shift to emergency mode to replace the current heating system.
- Insulate the Library attic.
- Install new lights throughout the Library.
- Replace hot water faucet in bathrooms: have instant hot water under the sink.
- Need weather stripping.
- The above needs are within the grant scope.

**SIGNAGE:**

Interim Library Director Catherine Callegari asked the Trustees to send their suggestions to her and Chairman Ed Vitone emailed several ideas. After a brief discussion, it was decided to purchase three or four signs and place appropriately.



**SECRETARY’S REPORT:**

Maggie Whitney and Margaret Donovan gave a brief overview from attending the “Friends” September 16, 2015 meeting. The following items were discussed:

- **Possibly keep Library open later for Adult Programs.**  
*After a brief discussion, Interim Library Director Catherine Callegari stated that this is currently being addressed with the staff and to keep within budget. Possibly change the work hours for that particular day. This change would happen when necessary.*
- **Store totes filled with books in attic for their book sale.** *It was decided that due to weight issues, the totes would be stored in the basement.*
- **Library Director interested in producing a “Newsletter.”**  
*The first issue, October 2015, has already been distributed via email.*
- **Library outside lighting after adult programs.**  
*Interim Library Director Catherine Callegari notified the Ashburnham Municipal Light Plant and it is on their to-do-list.*

Noted the upcoming “**Friends Sharing with Friends**” event on Saturday, November 14, 2015 from 9:30 a.m. to 12:30 p.m. at Levi Heywood Memorial Library, 55 West Lynde Street, Gardner MA 01440. Michael Greenwood, PhD, professor of management and entrepreneurship at Fitchburg State University, will discuss Friends as entrepreneurs and making your Friends group better; and an open sharing session for you to share your Friends groups’ successes! Sponsored by the Massachusetts Friends of Libraries and the Massachusetts Board of Library Commissioners.

**TREASURER’S REPORT:**

***A motion was made by Maggie Whitney and seconded by Margaret Donovan to accept the Treasurer’s report as presented with one adjustment and the vote was unanimous.***

Chairman Ed Vitone suggested that the report include every month detail and Paula St. Laurent-Kuehl agreed to the new format.

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**TREASURER'S REPORT:**

**Treasurers Report**

October 20, 2015

**Edward Jones Mutual Funds**

DATE	DETAIL	VALUE CHANGE	BALANCE
12/31/2014	Ending Balance		\$203,664.45
		\$	
1/1/2015		(3,371.56)	\$200,292.89
1/31/2015	Ending Balance		\$200,292.89
2/1/2015		9516.59	\$209,809.48
2/27/2015	Ending Balance		\$209,809.48
3/1/2015		-3457.8	\$206,351.68
3/27/2015	Ending Balance		\$206,351.68
4/1/2015		6508.72	\$212,860.40
4/24/2015	Ending Balance		\$212,860.40
		-1,999.50	\$210,860.90
5/29/2015	Ending Balance		\$210,860.90
		-724.84	\$210,136.06
6/26/2015	Ending Balance		\$210,136.06
		249.64	\$210,385.70
7/31/2015	Ending Balance		\$210,385.70
		-9490.05	\$200,895.65
8/28/2015	Ending Balance		\$200,895.65
		<del>27,983.26</del>	\$172,912.39
9/25/2015	Ending Balance	<del>- 5775.61</del>	<del>\$172,912.39</del> \$195,120.04

**Whittemore Trust Account**

8/12/15 – An updated balance of the Whittemore Trust was provided by Paul Pollastri. The current balance as of July 31, 2015 is \$103,059.77

9/15/15 – Interest earned for the month ending 8/31/15 was \$59.66. In the Trust Fund Report provided 8/31/15 by Tammy Collier, the balance was reported as \$103,119.43. I found a discrepancy in the check amount from Erb & Erb, it was incorrectly entered as \$41,606.00 rather than \$41,306.00. The correct month ending balance for should be \$102,819.43.

10/20/15 – Interest earned for the month ending 9/30/15 was \$146.17. Monies expended were \$2,400.00, leaving the balance as \$100,565.60.

Respectfully,

Paula St. Laurent – Kuehl

**FOUNDATION LIBRARY CHALLENGE:**

The Community Foundation of North Central Massachusetts announced a \$25,000 challenge grant for local libraries. According to Linda Mack, vice president/development and donor services for the Community Foundation, \$5,000 will be awarded to the first five public libraries in North Central Massachusetts that raise \$10,000 for a designated endowed fund that would be opened at the foundation.

**FOUNDATION LIBRARY CHALLENGE (CONTINUED):**

The idea for the challenge grant sprang from the need of local libraries to develop additional sources of support for their important community work, Mack said. "We have had a couple of libraries open new funds, which is providing additional support and, more importantly, will create a permanent source of income that will continue to be given for generations to come." To qualify for the challenge grant, the public library must be located in the foundation's 33-community service territory and must open the fund by June 30, 2016. Individual who would like to set up a fund to benefit their library are encouraged to contact Mack. After a brief discussion, the Trustees decided to pass on this challenge.

**OTHER:**

**DIRECTOR TRANSITION:**

Per Interim Library Director Catherine Callegari will meet with Library Director Emily Donnelly when she returns on November 12, 2015 to complete the transition responsibilities and may possible work a Saturday. Margaret Donovan asked why Library Director Emily Donnelly will return on a Thursday rather than start on a Monday. Interim Library Director Catherine Callegari explained that maternity leave was managed to a "T" and that is why that day was selected.

**BREAKROOM:**

Margaret Donovan suggested that there be a staff breakroom downstairs. Chairman Ed Vitone noted that until the Green Energy Audit is completed this will need to wait

**LIBRARY DUMPSTER:**

Margaret Donovan was informed by Custodian Bonnie Caouette that some people are placing their trash in the Library Dumpster and in some cases trash was placed in the recycle bin. Several suggestions were discussed. It was decided to put the recyclables out the day they would be picked up and that Interim Library Director Catherine Callegari will purchase a lock and key for the dumpster.

**LIBRARY CIRCULATION:**

Margaret Donovan asked about the Library heat circulation. Paula St. Laurent-Kuehl stated that there is good heat circulation and Interim Library Director Catherine Callegari noted that there are fans in the Library.

**ADJOURN:**

***A motion was made by Maggie Whitney and seconded by Margaret Donovan to adjourn the meeting at 5:39 p.m. and the vote was unanimous.***

Respectively Submitted,  
*Maggie Whitney (Electronic Signature)*  
Maggie Whitney  
Library Trustees Secretary