

Ed + Maggie did not attend meeting

12/15/15

Time Meeting Started 4:07

Margaret called - Candy

Second

Margaret calls meeting to order

Approval of Agenda

Paula K seconded Candy motion to approve agenda

No Public input

Approval of Minutes Nov 17 -

Pg 7 - Typo - Green energy

Attic must be kept warm

Pg 7 Cash Turnover

Policies Need to be created

Candy makes motion to accept minutes as amended - Paula K second

Directors Report

Emily says the hilites because of Guardian Network for CWmans Taking money from Capital Planning Hilite CWmans Networking \$1,140 Cost anywhere from \$560 to \$1120

No Elevator Fine on Report - Put \$20,000 until we hear

(2)

Made New Spread Sheet for
all money Spent Not Coming From
municipal funds

Wages - over by \$4,000 Should
be \$3,000 actually Not true
because \$10,000 approvals to use
MIA to pay Catherine's salary
while Emily was on leave - did not
use it all - So it will offset

Now have handicap Signs
Directional Signs have been ordered

Can not get people to Return calls
RE: landscaping, Roof, floors and Ramps

Longrange Plan accepted by State
plus Submitted F417 Action Plan

C/W Mars

modem by Comcast Dec 9

Guardian will coordinate with C/W Mars
to get up and Running
Catalog & Circulation can not happen
until we join their Network - In
holding pattern until everyone gets together

New Business

Website Design - Comfort Zone is willing to set up New Site

\$2,275 - one time fee -

Trustees agree to use rental Money to pay this - Candy made motion Paul K - Second - passed

~~Ed took the family taking 1/2 hrs of sick leave -~~

Policy Schedule Approved
Candy makes motion to accept Paul K - Second - Passed

Green energy

Ed thinks Foam is best Insulation - See Energy Committee update - Trustees accept Foam decision - Candy Makes motion - Paul K Seconds - Passed

HVAC System - Possible use of Pellets
Town would take over control - Candy Wonders about the heat loss - will continue discussion



Lighting — Mike Rivers came by Tuesday with Instalk — Emily asked that scones be kept if possible to keep historical look

Note — Mandatory Pre-Bid Walkthrough for Insulation is Jan 4th Not 5th

Friends Meeting on 11/18

Talked about fundraising and how to get more people involved — Trying to reach decision about best way ~~to~~ send out newsletter

Treasurer Report

See Report

\$300 off — Should be taken from Whittemore and put in Stevens Memorial acct as Rent — Paula K working on it

Candy makes motion to accept Margaret Secords — passed

Budget FY17

\$20,000 FY17 per Sylvia -
up about \$1,200 - Town Pays all building
expenses -

Energy + utilities FY17 Town Budget
Candy makes motion to approve
Paul K Second - passed

FY17 - Library
book budget now 1970 but
will increase after wage increase

~~will evaluate Keith and Jan so we can
give them raises - see fiscal yr 2017 increase~~

Emily is reviewing employee
Salaries - Candy asked for more
detail

Repair + Maintenance
looking at estimates for floor finishing

Ramp - \$15,000 from Capital
funding + 2,000 from State grants for
floors + \$3,000 Whittemore CW Mars
\$2,500 Security cameras from Whittemore
\$12,000 updated furniture from Whittemore
\$5,000 - updated furniture from donations

Motion made to accept budget FY17

Candy makes motion

Paula K Second - Passed

Emily evaluation - would all trustees be in favor to wait until end of fiscal year. Candy wants progress report at end of March Margaret suggests Project Report at end of March and evaluation in June

Paula K makes motion

Candy Seconds - Passed

5:49

Motion to adjourn

Paula K makes motion

Candy Seconds - Passed

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	\$65,566	\$210,132	\$6,023	\$10,705	\$3,917	\$302,905
	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	\$30,125	\$0	\$0	\$10,000	\$0	\$48,765
	Forecasted YE Balance		\$0	\$5,423	\$76,747	\$215,132	\$9,623	\$8,205	\$5,417	\$320,546

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

	Programs			\$ 7,500	\$ 3,025					\$ 10,525
Other										
	Total	\$ 203,449	\$ -	\$ 7,500	\$ 3,025	\$ -	\$ -	\$ 10,000	\$ -	\$ 223,974

Capital Plan	C/W MARS networking		\$1,140							\$1,140
Other	C/W MARS				\$5,000					\$5,000
	Audit				\$1,100					\$1,100
	250th float				\$1,000					\$1,000
	Elevator fine				\$20,000					\$20,000
	Total		\$1,140	\$0	\$27,100	\$0	\$0	\$0	\$0	\$28,240

Total Budget		\$1,140	\$7,500	\$30,125	\$0	\$0	\$10,000	\$0	\$	\$ 252,214
Town Appropriation	\$	203,449								

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Monthly Expense Summary

	Municipal Appropriation	Spent in October	Spent in November	YTD	YTD Remaining	YTD % Expended	Notes
Salaries & Wages	\$139,283.00	\$14,924.57	\$11,125.32	\$53,980.42	\$85,302.58	39%	<i>Using MLAA to supplement regular wages by \$7k; temp wages by \$3k; regular wages should not reach 100% because STD paid for 60% of 5 weeks of Emily's maternity leave</i>
Wages - Temporary	\$2,300.00	\$2,988.00	\$1,471.00	\$6,327.38	(\$4,027.38)	275%	
Wages - Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100%	
	\$141,583.00	\$17,912.57	\$12,596.32	\$60,307.80	\$81,275.20	43%	

Repairs & Maintenance	\$12,403.00	\$3,187.21	\$582.00	\$3,769.21	\$8,633.79	30%
Prof Tech Svcs	\$6,159.00	\$210.00	\$118.48	\$2,269.54	\$3,889.46	37%
Communications	\$725.00	\$58.36	\$0.00	\$64.02	\$660.98	9%
Supplies	\$2,923.00	\$635.21	\$147.06	\$1,503.08	\$1,419.92	51%
Prof Devel & Travel	\$1,000.00	\$9.20	\$6.90	\$422.28	\$577.72	42%
	\$23,210.00	\$4,099.98	\$854.44	\$8,028.13	\$15,181.87	35%

Books	\$38,656.00	\$1,776.04	\$2,238.85	\$11,013.21	\$27,642.79	28%
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Total **\$203,449.00** **\$23,788.59** **\$15,689.61** **\$79,349.14** **\$124,099.86** **39%**

Accurate through warrant: 16-11
(40.38% through the year)

	Approved	October	November	YTD	Remaining
Capital Plan	\$1,140.00	\$0.00	\$0.00	\$0.00	\$1,140.00
State Grants	\$7,500.00	\$949.42	\$254.95	\$2,466.87	\$5,033.13
Whittemore	\$30,125.00	\$86.31	\$1,427.87	\$6,176.10	\$23,948.90
Mutual Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Stevens Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MLAA	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Donations/Memorial	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

12/15/2015 mtg.

Director's Report

December 15, 2015

Action items

- Budget update
- Approve policy schedule
- Assign funding source for directional signage
- Approve budget for website re-design

Old business

- Facilities
 - Signage
 - Handicapped parking should be established before the next Trustees meeting. DPW has the signs
 - Directional signs are being ordered by DPW who will install them when they're ready
 - Total cost should be about \$300 plus freight.
 - We did not budget for the directional signage when contemplating our FY16 budget. I recommend taking the funds from State Aid.
 - Landscaping
 - Plantscape estimate to remove trees on the Chapel street fence line: \$4,079
 - Request to Plantscape for estimate on regular spring/fall cleanup: *pending*
 - Earthworks has been notified that we'd like an updated quote to include ramp demolition, and we are waiting on that
 - This quote will be good through the spring
 - The trash by the parking lot is on private property, so we cannot remove it
 - Roof
 - Still awaiting a responsive roofer
 - Floors
 - Margaret French is working on getting estimates
 - Ramp
 - I spoke with Christina Sargent and she assured me that the Historical Commission will support our demolition of the concrete ramp and replacing it with an aluminum ramp
- Budget
 - We have spent 39% of the budget as of the end of November; we are 40% through the fiscal year
 - Why it looks like we've overspent on wages
 - The temporary wage line is about \$4,000 over the municipal budget, although we only planned for it to go over by \$3,000.
 - We saved about \$3,500 in the regular wage line when Emily was on short-term disability (maternity leave). We planned to use that \$3,500 *in addition to MLAA* to pay for Catherine's filling in (from a bottom line wage perspective).
 - I do not expect that we'll exceed \$10,000 in MLAA expenditures this year
- Long-range plan

Director's Report

December 15, 2015

- Our long-range plan was accepted by the state. Copies of the acceptance letter were distributed to the Trustees when it was received.
- I've submitted our FY17 Action Plan, and have included it in the director's materials.
- C/W MARS
 - Comcast is installing the modem for C/W MARS on December 9
 - Guardian is in ongoing communication with C/W MARS about networking plans and needs. They plan to have a scope to us in time for me to apprise you of the cost at our 12/15 meeting.

New business

- Website re-design
 - Spec is included in director's materials
 - This is a proposal to modernize our website and increase its usability
 - Ties directly into outcomes of Strategic Planning process, wherein we heard complaints about our website
 - \$2,275 (because they will give us a 50% discount due to our being a library)
- Upcoming programming
 - Ongoing programming
 - Mondays, 1pm: CFCE playgroup (ages 3-6)
 - Thursdays & Saturdays, 10³⁰am: Storytime (ages 2-6)
 - Fridays, 10³⁰am-12³⁰pm: Tech & Tablet Office Hours (all ages, mostly adult)
 - Last Monday of the month, 6¹⁵pm: Book club (adult)
 - Christmas vacation programming
 - December 24-31, ongoing: Duct tape art (teens)
 - December 28 (Monday), 12³⁰-2³⁰pm: Cookie decorating (all ages)
 - December 29 (Tuesday), 10³⁰am-2³⁰pm: Drop-in craft [making snowmen] (all ages)
 - December 30 (Wednesday), 6pm: Needle felting (teen/adult)
 - December 31 (Thursday), 10³⁰am: *Frozen* storytime with Olaf (ages 2-6)
 - January events
 - January 11 & 13, 6pm: Woodworking for Kids (ages 2.5-8)
- Upcoming out of office meetings (director's commitments)
 - January 4: sick day (Elizabeth's 4-month visit)
 - I'm trying to reschedule this so I'll not have to take an entire day – I'll keep you all updated

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
Oct 4 – Nov 7	\$101.85	\$5.50
Nov 8 – Dec 7	\$123.90	\$7.16
<i>YTD</i>	<i>\$555.79</i>	<i>\$109.17</i>



Massachusetts Libraries

BOARD OF LIBRARY COMMISSIONERS

November 24, 2015

Emily Donnelly, Director
Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430-1243

Dear Emily,

Congratulations on completing a new long-range plan. We appreciate the time and effort that you, your trustees, planning committee and staff have put into developing the plan. It is our experience that libraries that complete a planning document such as this are better able to focus on specific goals that directly address the needs of their communities and to document annual budgetary requests.

A member of the Library Advisory and Development Unit has reviewed the plan you submitted.

The plan meets the Library Services and Technology Act planning requirement.

Your new plan runs from 2016 to 2021.

If you plan on filing for a LSTA grant this year you will need to file an action plan for FY2017 by December 1, 2015. There is a template for the action plan on our website, http://mblc.state.ma.us/grants/lsta/planning/action_plans.php

Action plans can be submitted electronically to Rachel Masse at rachel.masse@state.ma.us

If you have any questions please get in touch with me.

Cindy Roach

Cindy Roach
Head Library Advisory & Development Unit

Massachusetts Board of Library Commissioners
98 N. Washington Street, Suite 401, Boston, MA 02114
P: 800-952-7403 (in state only)
617-725-1860

mass.gov/libraries
(consumer portal)

mass.gov/mbic
(agency site)

[facebook.com/mblcma](https://www.facebook.com/mblcma)

[flickr.com/photos/28109221@N08](https://www.flickr.com/photos/28109221@N08)

[pinterest.com/mbclibraries](https://www.pinterest.com/mbclibraries)

twitter.com/mbclibrary

12/15/2015 Mtg.

Policy Schedule

FY 16

July: Appropriate Behavior

August: Appropriate Behavior & Internet

September: N/A

October: N/A

November: N/A

December: N/A

January: Cash Handling

February: Volunteer

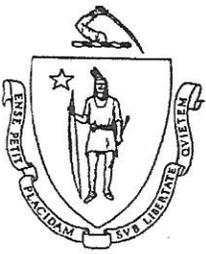
March: Exhibit/Display

April: Interlibrary Loan

May: Customer Service

June: Decertified Communities

12/15/2015 Mtg.



Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

The Commonwealth of Massachusetts Department of Public Safety

One Ashburton Place, Room 1301
Boston, Massachusetts 02108-1618

Phone (617) 727-3200

Fax (617) 727-5792

TTY (617) 727-0019

www.mass.gov/dps

Daniel Bennett
Secretary

Matt Carlin
Commissioner

December 15th, 2015

Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430

Re: Notice of Decision EC-2015-96

To Whom It May Concern:

Pursuant to your request for a hearing, the Department of Public Safety conducted a hearing on November 24th, 2015 regarding your appeal of a fine assessed against you for M.G.L.c. 143, § 65. Please find enclosed the decision of the Hearing Officer.

Pursuant to the enclosed decision, no fine is due at this time.

If you fail to pay any fine upheld herein, the DPS may shut down the elevator pursuant to 524 CMR 8.03, 524 CMR 7.03 and 520 CMR 16.03(5). In accordance with M.G.L. c. 30A § 14, you may appeal to the Superior Court within 30 days of receipt of the enclosed decision.

Sincerely,

Paul Evans-Civil Fines Coordinator
Department of Public Safety
One Ashburton Place, Room 1301
Boston, MA 02108-1618
(617) 826-5247

12/15/2015 mtg.

also determined that the appellant has met its evidentiary burden with respect to the regulation. Waiver of the fine, in this particular case, is warranted.

Conclusion and Order

Accordingly, the appellant is found **IN VIOLATION** but the penalty is, hereby, **WAIVED**.

SO ORDERD
Department of Public Safety
By its designee,



JAMES M. PLOTKIN
Hearings Officer

DATED: November 30, 2015

In accordance with M.G.L. c. 30A, §14, any person aggrieved by this decision may appeal to the Superior Court within 30 days after receipt of this decision.

If you fail to pay any fine upheld herein, the DPS may shut down the elevator pursuant to 524 CMR 8.03, 524 CMR 7.03 and 520 CMR 16.03(5).

12/15/2015 Mtg.

Green Energy Committee Update

Public Safety Building (PSB)

- Purchase of high efficiency lights were approved for the PSB - \$15,000

Library

- Insulation
 - Library burns ~5000 gallons of oil per year and up to 1000 gallons per month in coldest months
 - Approximately 2000 gallons of oil caused by high heat loss through attic – This can be reduced to perhaps 400 gallons with foam insulation
 - Intent is to foam insulate attic including both brick gable end walls, one in the unfinished attic and one in Preservation Room. Approximately 220 gallons of oil can be saved by insulating the wall in Preservation Room. Plan would be to build a studded wall approximately 6” inside the brick wall and plaster it. The two windows will remain and recessed about 6”, much like the walls on the other floors. A decision on insulating this wall is required.
 - An RFQ (attached) has been prepared with bids due in early January and work commencing in January.
 - This will allow benefits of the insulation to be quantified in February and March based on the change in oil consumption.
 - If the oil consumption is low enough, it may be possible to eliminate the 3000 gallon underground tank and replace it with two 275 gallon tanks in the building. This would eliminate a huge environmental liability
- HVAC System
 - A preliminary estimate had been received for a heat pump system (aka split system). The cost is in excess of \$200,000 and it is improbable that such a system will meet the state’s payback criteria for the grant.
 - The most likely scenario is a new boiler (or two smaller half size boilers). Once the benefits from the insulation are quantified, a new and hopefully significantly smaller boiler need will be quantified with implementation in the spring. Let’s hope that the boiler patch holds.
 - There is another option which has been proposed – a pellet boiler that serves both town hall and the library. This is only in the exploration stage, so more on this later.
- Lighting
 - Work on this has not yet started but hopefully will begin once the insulation process is launched. I believe that a lighting engineer will coordinate the process which will include significant input from the Director

Green Energy Committee Update

- Controls
 - The existing heating and air exchange controls systems are not functioning properly. No work on this has yet begun because it was hoped that the split system would completely replace the controls. Unfortunately this is not going to happen. This project hopefully begin in January.
- Hot water
 - The library currently has an electric hot water heater sized for a house even though the library's need is only hot water for sinks. When someone wants hot water to wash their hands, it takes up to 2 gallons of water to flow down the drain before the water warms up. All of this once heated water is thrown away. This happens at every sink. In addition there is a "standby" loss just keeping the hot water in the tank hot 24 hours a day, 365 days per year.
 - Bonny has run tests measuring the amount of water that needs to be run at each sink until it gets warm.
 - A first pass of the data suggests that the saving in energy will meet the state's payback criteria. More work is required on this.

Ed Vitone

December 5, 2015

Treasurers Report December 15, 2015

Edward Jones Mutual Funds

DATE	DETAIL	VALUE CHANGE	BALANCE
12/31/2014	Ending Balance		\$203,664.45
		\$	
1/31/2015	Ending Balance	(3,371.56)	\$200,292.89
2/27/2015	Ending Balance	9516.59	\$209,809.48
3/27/2015	Ending Balance	-3457.8	\$206,351.68
4/24/2015	Ending Balance	6508.72	\$212,860.40
5/29/2015	Ending Balance	-1,999.50	\$210,860.90
6/26/2015	Ending Balance	-724.84	\$210,136.06
7/31/2015	Ending Balance	249.64	\$210,385.70
8/28/2015	Ending Balance	-9490.05	\$200,895.65
9/25/2015	Ending Balance	-5,775.61	\$195,120.04
10/30/2015	Ending Balance	13,103.27	\$208,223.31
11/27/2015	Ending Balance	1010.71	\$209,234.02

Whittemore Trust Account

DATE	DETAIL	ADDITIONS	INTEREST	TRANSFER	BALANCE
11/25/2014	Transfer to Town Accounts Ck 1968	\$ 91,000.00			\$ 91,000.00
12/15/2014	Transfer to Town Accounts Ck 1969	\$ 73.40			\$ 91,073.40
	Olivari Electric			\$ (2,247.90)	\$ 88,825.50
	Guardian - New computers			\$ (13,336.00)	\$ 75,489.50
	Gaylord - Book drop			\$ (2,520.35)	\$ 72,969.15
	Misc Warrants			\$ (4,000.00)	\$ 68,969.15
12/31/2014	Month Ending		\$ 199.77		\$ 69,168.92
1/31/2015	Month Ending		\$ 74.74		\$ 69,243.66
2/28/2015	Month Ending		\$ 37.54		\$ 69,281.20
3/31/2015	Month Ending		\$ 125.11		\$ 69,406.31
	Misc Warrants			\$ (4,901.96)	\$ 64,504.35
4/30/2015	Month Ending		\$ 582.07		\$ 65,086.42
	Misc Warrants			\$ (3,633.42)	\$ 61,453.00
7/31/2015	Whittemore Trust Fund	\$ 41,306.00	\$ 0.77		\$ 102,759.77
8/31/2015	Month Ending		\$ 59.66		\$ 102,819.43
9/30/2015	Month Ending		\$ 146.17	\$ (2,400.00)	\$ 100,565.60
10/31/2015	Month Ending		\$ 68.21	\$ 1,144.35	\$ 101,778.16
11/30/2015	Month Ending		\$ 176.32	\$ 1,136.10	\$ 103,090.58

Respectfully,
Paula St. Laurent – Kuehl

12/15/2015 optg.