

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
June 27, 2017



Stevens Memorial Library
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Executive Session Meeting

ATTENDEES:

Chairman Ed Vitone,, Candace Wright, Anne Olivari, and Jessica Caouette,

Agenda Item I:

CALL TO ORDER: The executive session meeting was called to order by Ed Vitone at 6:32 p.m.

Ed Vitone stated that the purpose of the meeting was to approved the May executive session minutes and finalize details of Director Emily Donnelly's new 1-year contract.

APPROVAL OF MINUTES: A motion was made by Jessica Caouette and seconded by Anne Olivari to accept the May 16, 2017 executive session minutes as presented. The vote was unanimous

The Trustees reviewed a contract mark-up that Emily had prepared after a discussion with Ed Vitone. In that mark-up Emily had proposed that the contract include:

The Trustees agree to budget and pay an appropriate amount for the professional dues and subscriptions of the Library Director for her continuation and full participation in national, state, and regional library associations and organizations necessary and desirable for her continued professional growth and advancement

After discussion it was clear that the FY18 budget did not include funds for participation in national associations. As such, the Trustees accepted the proposed language but deleted the reference to "national."

Emily proposed a salary that was 3% above her current salary (included the COLA approved at the town meeting). During discussion Ed, Candace and Jessica said that in their professional careers, they were accustomed to the practice that professional employees received pay for merit and could receive annual increases equal to, above, or below a COLA adjustment. Anne stated that the AMLP, everyone received the COLA regardless of their position. Candace then read the contract language that was in Emily's previous and proposed contracts

Annual increases, if any, will be determined by the Board based upon the Director's annual performance evaluation, the general base percentage increase given to the non-collective bargaining unit personnel, and the Town's finances.

It was clear that performance be considered before an increase is awarded and as such the current salary was included in the contract. After the evaluation is completed, the trustees will decide if an increase is warranted and of what magnitude. The increase would be made retroactive to July 1, 2017.

In the May meeting the Trustees decide to pay Emily a flat stipend of \$50 per month for her cell phone and that would be above the contract.

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On motion by Candace Wright and second by Jessica Caouette, the contract and stipend were unanimously approved.

Ed would make the changes and review with Emily.

By roll call vote the Trustees adjourned the executive session meeting at 6:45 p.m. and returned to open session.

Respectively Submitted,

Edward T Vitone Jr. (Electronic Signature)

Ed Vitone - Library Trustees Secretary