

Stevens Memorial Library Trustees Meeting Minutes  
Malcolm Stewart Room  
**January 24, 2018**  
9:00 am.



Stevens Memorial Library  
20 Memorial Drive  
Ashburnham, MA 01430  
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**ATTENDEES:**

Paula St. Laurent-Kuehl, Chairman Ed Vitone, Candace Wright, Anne Olivari, Jessica Caouette, Christopher Rigby and Library Director Emily Donnelly

**ABSENT:** None

**GUESTS:** None

**PRESS:** None

**Agenda Item I:**

**CALL TO ORDER:** The meeting was called to order by Chairman Ed Vitone at 9:03 a.m.

**Agenda Item II:**

**APPROVAL OF AGENDA:** A motion was made by Paula St. Laurent-Kuehl and seconded by Anne Olivari to accept the agenda as presented. The vote was unanimous.

**Agenda Item III:**

**PUBLIC INPUT (5 MINUTES):** None.

**Agenda Item IV:**

**LIBRARY SPACE PLAN REQUIREMENTS:**

Ed Vitone gave a brief overview of the requirements of the Architectural Access Board and the implications on improvements made on the library building.

Emily was asked to contact NADAAA to see if the code compliance which is included in their workscope could be performed ASAP.

Based on an earlier vision statements prepared by the Board and in those contained in the Library's Strategic Plan, Jessica Caouette proposed an updated vision statement for consideration. After discussion, it was suggested that "live long learning" be added to the statement.

Jessica Caouette then facilitated a "brainstorming" exercise by the Board and Library Director to define the requirements that would be passed on to NADAAA for their upcoming space plan. Jessica took the work product of the exercise and will prepare a draft of the results and send same to the Board/Director for review.

**Agenda Item V:**

**UNCOMPLETED ITEMS FROM JANUARY 16 MEETING**

This was deferred to the February Meeting.

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**Agenda Item VI: Other**

No discussion.

**Agenda Item VII:**

PUBLIC INPUT (5 MINUTES): None

**Agenda Item VII:**

A motion was made by Anne Olivari and seconded by Candace Wright to adjourn the meeting at 10:55 a.m. The vote was unanimous.

Respectfully Submitted,  
*Edward J Vitone Jr. (Electronic Signature)*  
Ed Vitone  
Library Trustees Secretary