

Stevens Memorial Library Trustees Meeting Minutes
Malcolm Stewart Room
May 21, 2019
4:00 pm.



Stevens Memorial Library
20 Memorial Drive
Ashburnham, MA 01430
P: (978) 827-4115
F: (978) 827-4116
library@ashburnham-ma.gov

ATTENDEES:

Paula St. Laurent-Kuehl, Anne Olivari, Katie Stevens, Christopher Rigby, Molly Ruble, Chair Ed Vitone, and Interim Director Susan Shelton

ABSENT: None

GUESTS: None

PRESS: None

Agenda Item I:

CALL TO ORDER: The meeting was called to order by Chair Ed Vitone at 4:02 p.m.

Agenda Item II:

APPROVAL OF AGENDA: Ed asked to add approval of the revised Director's Position Guide to the agenda. A motion was made by Molly and seconded by Katie to accept the agenda as amended. The vote was unanimous.

Agenda Item III:

PUBLIC INPUT: None.

Agenda Item IV:

APPROVAL OF MINUTES:

Minutes of April 16, 2019: After a review of the minutes, a motion was made by Katie and seconded by Chris to accept the minutes as presented. The vote was unanimous.

Agenda Item V: Director's Report

Susan discussed the compensation plan for Angela during her maternity leave. Although Angela is not eligible for 12 weeks of maternity leave under the FMLA, Emily granted that benefit to Angela without consulting the Board. Susan felt that Emily's offer should be honored and the Board agreed. Susan will develop a cost impact to the FY20 Budget and report back in the June meeting.

Susan and Paula reported that the Town's accounting firm has recorded donations in memory of Dianne Fichtel since they began doing work for the town. Unfortunately, that began the year following Dianne's death. Susan will do her best to define the balance of the fund by next month's meeting. Susan said it would be difficult to add a plaque to Dianne's mother-in-law's bench. Susan hopes to be in a position to speak to Bob Fichtel next month.

Susan met with the Book Club. Turnout was small but now they are well organized.

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De-cluttering of the library continues. Ed suggested that perhaps beefing-up the attic floor would allow more effective utilization of the space. The Board agreed. Ed will get a budgetary price for the work using the floor plans from the Preservation Room.

Agenda Item VI: Old Business: None

Agenda Item VII: Secretary's Report: Ed reported that a letter was received on the annual disbursement from the Whittemore fund. This year's distribution will be \$39,600.

Agenda Item VIII: Treasurer's Report

Treasurer Paula St. Laurent–Kuehl reported on the balances in the Edward Jones trust funds and the Whittemore Fund.

Paula also reported that the cash audit for the first quarter has been completed with all collections in compliance with requirements. A motion was made by Anne with second by Molly to accept the report as presented. The vote was unanimous.

Agenda Item IX (a): Green Energy Update:

Ed reported that the failed heat pump was replaced and the system is back in operation. A meeting with the installer (Royal Steam Heater), the distributor (FW Webb) and the equipment manufacturer (Daikin) was held on Monday, April 22. Ed distributed the action items from the meeting with 4 of the 6 items closed out. Based on only three days of data, it appears that the system is consuming less power than before the failure, but no definitive assessments can be made until the next heating season.

For information only, Ed showed quotes received for snow guards and a new system controller for the heat pumps. Once the quotes are reviewed by the Energy Committee, Ed will make a recommendation to the Board on how to proceed.

Agenda Item X: Friends Update:

The Friends have decided not to hold a book sale because the work effort is high and the income is relatively low. They will participate in the Town's Community Days to promote membership, offering raffle tickets for each membership purchased. Molly noted that in Gardner, museum passes are purchased by the Friends and only Friends can borrow them. Susan said that until recently, the same practice was used in Leominster. Such an arrangement would provide encourage membership in the Friends. This requires further study.

Agenda Item XI: New Business:

Director Search: The Board reviewed and approved the DRAFT offer letter for Terri Anstiss. A motion was made by Anne with second by Molly to approve the offer letter and authorize Ed to send it to Terri. The vote was unanimous.

Town Meeting: Only one question was asked on the library budget which was answered by the Town Administrator. The FY20 budget was passed without issue.

Finance Committee Meeting: The need for the meeting was discussed but not scheduled.

MLAA Grant: Ed will call the Community Foundation on the status of the Grant.

Director's Position Guide: The position guide drafted by Susan was reviewed. A motion was made by Katie with second by Chris to accept the revised position guide as presented. The vote was unanimous.

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Agenda Item XII: Other: Nothing discussed

Agenda Item XIII: PUBLIC INPUT (5 MINUTES): None

Agenda Item XIV: Executive Session – Review and Approval of Meeting Minutes

A motion was made by Molly with second by Katie to enter Executive Session to approve executive session meeting minutes of March 1 and March 8. By roll-call vote, the Trustees entered the Executive Session at 5:11 p.m.

Agenda Item XV

After returning from Executive Session, at 5:17 p.m. a motion was made by Paula and seconded by Molly to adjourn the meeting. The vote was unanimous.

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

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Trustee Meeting Agenda
Tuesday May 21, 2019 – 4:00 P.M.
Stevens Memorial Library

- | | | |
|-------|---|--------|
| I. | Call to Order | |
| II. | Approval of Agenda | |
| III. | Public Input (5 minutes) | |
| IV. | Approval of Minutes | |
| | a. April 17, 2019 Monthly Meeting | 5 min |
| V. | Director's Report | |
| | a. FY19 Budget Results | 5 min |
| | b. Director's Report | 10 min |
| VI. | Old Business | |
| | a. Update on Bob Fichtel | 5 min |
| VII. | Correspondence – Secretary's Report | |
| | a. No correspondence received | |
| VIII. | Treasurer's Report | |
| | a. Review and Approve Treasurers Report | 5 min |
| IX. | Green Energy | 10 min |
| | a. Update on Meeting with Royal Steam & Daikin | |
| | b. Fix to failed heat pump | |
| X. | Friends Update | 5 min |
| XI. | New Business | |
| | a. Director Search Update | 10 min |
| | b. Critique of Town Meeting | 2 min |
| | c. Schedule Fin Com Meeting for FY20 Budget | 2 min |
| | d. MLAA Grant Expected | 2 min |
| XII. | Other | |
| XIII. | Public Input (5 minutes) | |
| XIV. | Executive Session: Review Executive Session Minutes | 10 min |
| | a. Feb 26, 2019 | |
| | b. March 1, 2019 | |
| | c. March 8, 2019 | |
| XV. | Adjourn | |

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Agenda Item IV

Minutes of Trustee Meetings

Minutes Posted on line at

<http://www.mytowngovernment.org/01430>

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Agenda Item V

Director's Report
May 21, 2019

FY19 Budget

- Adapted an FY19 budget expenditure spreadsheet and developed a year-end/close-out spread sheet to monitor and project expenses until the end of the fiscal year.
- Working with the staff to ensure that the FY19 funds allocated for library materials are expended prior to June 30th.
- Meeting with Bay State Accounting on Tuesday, May 21st at 2:30 p.m. (scheduled meetings with all Department Heads) to review FY19 expenditures to date. Since we haven't received the information we requested to reconcile expenditures with the town, since Ed did this in late March, this meeting is particularly timely.

Technology

- Materials have arrived for the move of network electronics. I have finally received confirmation from Suzor IT that work is to begin on Friday, May 31st. Suzor expects to primarily run cable on the 31st and return sometime the following week to move the electronic equipment. Once all the invoices for materials have been received, I will report to the Board on the final cost of this project.
- The library received a \$300.00 check from C/WMARS, which was additional money from the MA Board of Library Commissions formula re-calculation for the SLIN (Small Library In Network) offset. This is applied to the library's annual membership to the consortium. The original SLIN offset for this fiscal year was \$2,200.00. Next fiscal year the offset will be \$2,500.00, reflecting the actual from FY19. This \$300.00 check was redeposited into the library's budget.

Personnel

- The maternity leave for the library's staff member is just about finalized. This staff member is entitled to 4 weeks maternity leave, and 6 weeks short-term disability. A week's time must be taken from accrued vacation time, personal/holiday time, or sick leave between the end of the maternity leave and the beginning of the short-term disability. Short-term disability covers 60% of the weekly hours worked. The staff person going on leave has enough accrued time to cover the week after her maternity leave, the remaining 40% of her hours while on short-term disability, and a week after the disability period ends. She will be out a total of 12 weeks. The library is responsible for her salary during her leave.
- A part-time substitute staff person will begin working 19 hours per week during this maternity leave. Since that will leave the library with only one other substitute staff person, it is my recommendation that another substitute person be hired. This would ensure more flexibility and better coverage during the busy summer months and provide coverage during staff vacations.

Director's Search

- Re-wrote the Director's Job Description for review by the Search Committee and approval of the Board of Trustees.

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- Met with three of the four candidates to be interviewed, answered questions, and gave them a tour of the library. Spoke with the fourth candidate by phone.

Friends

- Attended the Friends meeting on April 24th. They have decided not to have a book sale this year. They felt the proceeds were not adequate to warrant the amount of work the book sale required. They will participate in the upcoming Community Day, and will be promoting the Friends, and having a raffle of several different types of E-Readers to encourage Friends' membership.

Other

- Attended Book Club meeting on April 29th to introduce myself and get some information regarding their needs. I followed-up by sending an email to the current active participants first introducing myself to those not at the meeting, and then with upcoming meeting dates, books chosen to be read, and discussion leaders. I plan to attend the Book Club meeting scheduled for Monday, May 20th.
- De-cluttering projects in basement staff area:
 - The oversized books were weeded. Those being kept were moved to new shelving located in the alcove on the first floor. My thanks to Ed Vitone for helping the library's custodian install this shelving unit.
 - Since the Friends are not having a book sale this year, I took all the donations being held for the sale to the Princeton Town Library for their upcoming book sale.
 - Reviewed damaged items to decide what should be replaced, and then had damaged items withdrawn from the collection.
 - Next: Weed reference material and donated DVDs

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Agenda Item VIII

Treasurers Report – May 21, 2019

Edward Jones Mutual Funds

12/31/2018 Year End

(\$12,575.75)

\$238,941.93

DATE	DETAIL	VALUE CHANGE	BALANCE
1/26/2019	Ending Balance	\$8,859.39	\$247,801.32
2/22/2019	Ending Balance	\$7,613.99	\$255,415.31
3/29/2019	Ending Balance	\$3,303.28	\$258,718.59
4/26/2019	Ending Balance	\$5,516.00	\$264,234.59

Mutual Fund Monthly

	Kids	Music	Upkeep	Unrestricted	Books	Mysteries	Total
29-Jun-18	\$91,677.90	\$49,917.75	\$29,405.23	\$67,370.45	\$9,981.12	\$6,197.37	\$254,549.82
27-Jul-18	\$93,311.21	\$50,822.89	\$29,965.54	\$68,652.47	\$10,196.16	\$6,334.88	\$259,283.15
31-Aug-18	\$93,842.02	\$51,075.92	\$30,144.71	\$69,043.07	\$10,264.68	\$6,382.99	\$260,753.39
28-Sep-18	\$94,073.42	\$51,207.33	\$30,236.53	\$69,243.12	\$10,291.68	\$6,403.32	\$261,455.40
26-Oct-18	\$88,774.28	\$48,256.22	\$28,325.28	\$65,110.46	\$9,605.04	\$5,972.15	\$246,043.43
30-Nov-18	\$91,012.52	\$49,506.40	\$29,094.58	\$66,865.10	\$9,913.28	\$6,166.23	\$252,558.11
31-Dec-18	\$86,366.30	\$46,908.14	\$27,414.10	\$63,180.14	\$9,300.67	\$5,772.58	\$238,941.93
25-Jan-19	\$89,412.21	\$48,593.68	\$28,505.48	\$65,552.99	\$9,706.52	\$6,030.44	\$247,801.32
22-Feb-19	\$92,074.53	\$50,052.51	\$29,400.24	\$67,603.78	\$10,039.93	\$6,244.32	\$255,415.31
29-Mar-19	\$93,266.60	\$50,712.61	\$29,791.29	\$68,479.80	\$10,156.77	\$6,311.52	\$258,718.59
26-Apr-19	\$95,170.91	\$51,769.48	\$30,467.78	\$69,957.55	\$10,401.10	\$6,467.77	\$264,234.59

Whittemore Trust Account

12/31/2018	Year End Balance	\$ 39,627.00	\$ 3,115.08	\$ (27,505.38)	\$ 170,793.26	
DATE	DETAIL	ADDITIONS	INTEREST	TRANSFER	BALANCE	TOWN BALANCE
1/31/2019	Month Ending		\$ 136.00		\$ 170,929.26	
2/28/2019	Month Ending		\$ 12.60		\$ 170,941.86	\$ 170,941.86
3/31/2019	Month Ending		\$ 62.81	\$ (10,268.50)	\$ 160,736.17	\$ 160,736.17
4/30/2019	Month Ending		\$ 311.78		\$ 161,047.95	\$ 161,047.95

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Audit of Cash Activities and Transfers for the period of 4/10/2019 – 5/8/2019

Town Transfers - The Cash Drawer contained \$32.00, with a receipt for \$2.00. There were no open envelopes. Transfer total \$146.70. Envelopes; 4/16 \$24.70, 4/23 \$46.60, 4/30 \$46.30 and 5/7 \$29.10.

Friends Transfer.- There were no transfer for this period. Envelopes awaiting transfer; 3/12 \$12.50, 3/19 \$5.50, 3/26 \$4.00, 4/2 \$5.00, 4/9 \$10.05, 4/16 \$6.00, 4/23 \$20.50, 4/30 \$1.00 and 5/7 \$10.00.

Respectfully, Paula St. Laurent - Kuehl