

AMESBURY PUBLIC LIBRARY
Board of Trustees-Meeting Minutes
December 9 2009

Call to Order: 7:05 pm

Members Present: Sydney Baily-Gould, Laura Buckley, Mary Dunford, Johanna Kimball, David Oxtan, Jane Ward, Sue Zielinski

Absent: None

Library Staff Present: Patty DiTullio

Visitors: Philip Merrill

Communications: Katie McDonough's resignation letter was read to the Board and filed with the secretary. Baily-Gould submitted a letter from resident Ann Connolly-King regarding the inconvenient holiday closings. Ward read letters praising the implementation of the on-line museum pass registration from Phil and Trish Cronin.

Secretary's Minutes: Minutes of the November 18, 2009 meeting accepted on a motion by Dunford, second by Kimball.

Budget Report (November 2009): on file. Dunford noted a discrepancy between October's staff development figures (108% spent) and this month's (0.0% spent). DiTullio stated that she has found errors in the record keeping and is working from the Town accounting system as she unravels and corrects them.

Gift Report (November 2009): Author Carolyn Coman donated 32 young adult books to the library. Gift report was accepted on a motion by Buckley, second by Zielinski.

Assistant Director's Report: on file. DiTullio noted that output measures were not available as files had been deleted. She added that an IT specialist would be coming in to retrieve and reinstate the files.

Committee Reports: none

Unfinished Business:

2010 Holiday Hours: Board discussed issue of long holiday weekend closures at Thanksgiving and Christmas, and specifically an early (5 pm) closing on the Wednesday before Thanksgiving. Baily-Gould reminds the Board that Board voted in December 2008 to approve for 2009 closing at 5 pm on that Wednesday but had not granted the early close for 2010.

Board members were agreeable to an early close but questioned staying closed through the Saturday after Thanksgiving. Town contracted hours were discussed. DiTullio agreed it would be good to re-open on that Saturday, but that past practice of closing may make it a challenge to change. Many ideas for making the change smoother were discussed. Buckley made a motion to amend the 2010 Holiday Hours to include an early close on Wednesday, November 26 and re-opening on Saturday November 29. Ward seconded. Motion passed unanimously.

Trustee Protocol for Trustee Orientation Packet: Baily-Gould suggested adding a list of protocols (things a trustee can or cannot do) to the newly devised orientation binders. Buckley agreed it is important for new trustees to be aware of when it is appropriate to talk to staff and when it is not. She added that as union members, staff should bring up employment grievances to supervisors and not to trustees. Zielinski noted that trustees and staff can and should feel comfortable discussing operations type issues, as staff is the front line of service for the library.

Mold Cleanup: Baily-Gould told the Board that Servicemaster's scheduled cleanup had been delayed. DiTullio explained that weeding hadn't been done prior to McDonough's departure, She added that staff was now into the weeding but the volume of such was great and time-consuming. The Friends Book Shop volunteers had also not been informed of the need to clear their area prior to McDonough's departure so they hadn't started to vacate. DiTullio said she had tentatively rescheduled the cleanup for December 17.

She asked the Board for direction in the decision to close all or part of the library. She said one option is to close only the lower level, although that would mean only the one bathroom on the second floor would be open. Zielinski asked how long DiTullio thought the cleanup might take, and DiTullio said it would be an all-day project. After discussion, Board agreed the best course of action would be to close only the lower level of the library and lace a notice on the door for patrons alerting them to the inconvenience of the closed restrooms.

New Business:

Marc Lankin Fund: DiTullio addressed concerns raised in last month's meeting about the gift fund money given in Marc's name to be dedicated to improving library technology. She explained first that the money is held in a town account rather than as a trust because it does not contain enough funds to be considered a trust. She then explained that it falls under the heading "Gift Account" but that Marc's money has a separate Town assigned tracking number within that fund.

Zielinski questioned spending decisions. DiTullio stated that the decision does not come before the Board because it is not a trust fund to be managed by trustees. She agreed, though, that the spending decisions should be brought to the

Board so that the Board is informed. She added that Lindsay Lankin intended that this money would pay for technology expenses not covered in the library's budget as well as other technology purchases. Baily-Gould suggested that perhaps a plaque might be placed under Marc Lankin's portrait to acknowledge this.

Trial Involving Staff: DiTullio reminded the Board about the suit brought against the Town by a resident currently being denied access to the library. She reported that 5 staff members would be required to testify at the trial about the behaviors that got him denied access to the library. The trial was originally scheduled to start on December 14 but has been moved to January. DiTullio told the Board she would give them a progress update when the date had been set, and would at that time discuss with the Board the logistics of keeping the library open with so many staff members in Boston for the trial.

Recommending New Library Director: DiTullio excused herself from the meeting. Baily-Gould passed out copies of DiTullio's resume and asked Board members to discuss and consider recommending DiTullio to the Mayor as a candidate for the position of Director. Board members discussed procedure, continuity issues, impending deadlines such as the Long Range Planning, and needing more information from DiTullio as a candidate. Ward suggested holding a special meeting within the next week to hold an informational interview. Board members agreed and developed an interview process and questions. Baily-Gould tentatively set the Date for Wednesday, December 16 at 7 pm.

Meeting adjourned at 10:05 pm.
Respectfully submitted,

Jane Ward
Secretary