

# Amesbury Public Library Board of Trustees

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*Newburyport Five Cents Savings Bank  
Wednesday, Dec 10, 2014*

*Members Present: Mary Dunford-Chair (MD), Stephen Dunford (SD), Laura Buckley (LB), Roger Estella (RE), Gail Browne (GB), James Sullivan (JS), Gretchen Marinopoulos (GM), and Rebecca Jordan (RJ)*

*Absent: Roger Deschenes (RD)*

*APL Director: Erin Matlin*

- I. Call to Order (by Mary Dunford): 7:01pm
- II. Secretary Minutes (SD)
  - Motion to accept November Meeting Minutes by JS and seconded by RJ. Unanimous vote.
- III. Budget Report
  - State Aid is lower due to People Counters' purchase
  - Ms. Matlin provided the Material breakdown in the package. A discussion was on the 15% that the Library needs to spend. For example, DVDs is \$7,000 for FY15. The Library has spent \$1,960.39 and has \$5,039.61 left.
  - Ms. Matlin provided the Gift Account breakout. There were questions on the receipts and the monies taken out. A member of the Finance Committee needs to go with the Library Director to the Accounting Office to sort out the Trusts funds.
- IV. Communications
  - Checked E-mail and nothing new
- V. Director's Report
  - Attached
  - Resumes have been gathered for the IT/Reference Librarian position.
- VI. Committee Reports
  - No Committee meetings
  - The Committees will be reorganized in the January meeting. A Committee Chair will be voted on.
  - The officers need to be re-elected during the January meeting.
- VII. Unfinished Business
  - Staffing.
    - IT/Reference Librarian – Found a candidate. The Mayor wants the candidate to talk to John, Amesbury IT person. They are scheduled to meet Monday.
  - Snow Closing Guidelines were reviewed. The Guidelines will be called a policy and returned at the January meeting.
  - People Counters
    - Were purchased and are in the process of getting installed. The practice month where the mock month of hand counting and the People Counter being used will be conducted soon.

- Business Cards were purchased.
- VIII. New Business
- Book Drop - Pricings are in the package. A discussion was held on the type of book drop that would be useful for the library. The poles/ballards position will need to be addressed.
  - Vault Update was discussed.
- IX. Other
- Boxford Library closing was discussed.
- X. Adjourn8:07- RJmoved for adjournment.JSseconded. Unanimous yes.