

Amesbury Public Library
Board of Library Trustees- Meeting Minutes
January 13, 2010

Call to Order: 7:00pm

Members Present: Buckley, Ward, Dunford, Kimball, Merrill, Oxtan, Pressley, Sheridan

Absent: None

Library Staff Present: DiTullio

Visitors: None

Communications: None

Secretary's Minutes: Minutes of the December 9 regular Board meeting and December 16th Special Meeting minutes accepted on a motion by Buckley, second by Kimball

Budget Report (December 2009): DiTullio reported she is still working with Town Accounting to make sure all is in line with record keeping. She is also looking at book orders closely and said she believes we have a long way to go in spending for those items.

Gift Report (December 2009): None

Communications (December 2009): None

Director's Report (December 2009): on file. DiTullio noted new access to a language training program through a trial with Mango languages, after Rosetta Stone became too expensive for libraries.

In addition, the Friends group has agreed to fund programming for children and teens as well as a film series now that we may again use the basement. The Friends group is also looking for help with Membership events such as one being held at Flatbread Co. DiTullio and other trustees noted the dedicated work of Friends on moving the Book Shop completely back in to the lower level of the library after cleaning.

Unfinished Business

Trial Involving Staff: DiTullio reminded Trustees that 5 library staff will accompany other town officials to participate in court proceedings to begin in Boston on February 1st. DiTullio reported that proceedings could last 2-3 days, and she plans to use part-timers and substitutes to cover staff hours.

Library Lower Level: DiTullio reported that Servicemaster came out on December 17, 2009 to clean lower level, which has made for a big difference in quality of air and etc. A follow-up by Covino just prior to meeting will inform how all spaces may be used in the future, including space recently freed up by large weeding process by Library Staff. DiTullio said of primary importance should be the future placement of special collections (much on temporary loan to Merrimac PL). A representative from NEDCC will make a site visit to recommend placement of those materials.

Trustee Binders: Board recognized enormous undertaking by Buckley to compile a Trustee handbook to be given to all new Trustees. Buckley handed out materials to all Trustees, and will add last year's annual report, Town Charter, and library calendar in the near future. DiTullio volunteered to order 5 new Roberts Rules and bring statistical reports, and Ward will send along Trustee contact sheets.

New Business:

Committee Selections: Ward will create new list of Committee members as decided at this meeting. Board decided to combine Historic Preservation and Building Maintenance subcommittees under the new heading of "Preservation Committee." Ward will bring new language to the next meeting for approval.

Long Range Planning: DiTullio shared an overview of the Long Range Planning process as the current plan expires in 2010 and is usually updated the year before expiration. To this point, the Director has been able to be more a participant than in charge of the process because of the regional library systems currently in place- these will be cut at the end of the fiscal year. Therefore, DiTullio reported a surge in other libraries seeking help before the NE region is gone this June. DiTullio has booked two dates for collaboration with NE region representatives on March 24th at 7pm and April 13th at 7pm.

It was determined which Trustees would serve on the Long Range Planning subcommittee (helping to manage the process). A few will also be serving on the Planning Committee with other library staff, municipal representatives and members of the public.

February Joint Meeting with Council re: Trustee Appt.:

Dunford had spoken to Bonnijo Kitchen, and reported that no one had applied for the open Trustee position on the Board. Special meeting has been scheduled with Municipal Council for February 9th, at 7pm.

Open Meeting Guidelines/Ethics Test: DiTullio asked that everyone complete online ethics training and return verification materials (receipt and waiver) by the February Trustees meeting. DiTullio will pass along all Trustees' materials to Bonnijo Kitchen.

Welcome Reception: There was a discussion of possible dates to hold a welcome party for Patty as the new Director. Dunford, Kimball, Buckley, and Ward will serve on committee to plan and execute party to take place in February.

February Staff Appreciation: DiTullio brought up the issue of staff who are not working on the day that treats/lunch is brought in, and Board decided to consider options for next month's meeting.

Other: DiTullio has connected with Sunny Vandermark about the new Building Program and learned that Sunny is aiming to have a draft ready by February 1st at the latest. Staff and Trustees will have 3 weeks to make revisions, and Vandermark will then have her final report done by mid-March.

Meeting adjourned at 9:06
Respectfully submitted,

Johanna Hoyt Kimball