

**Amesbury Public Library Board of Trustees**

Newburyport Five Cent Savings Bank

Wednesday, July 10, 2013

Members Present: Gail Browne, Mary Dunford, Roger Deschenes, Peter Sheridan, Jonathan Sherwood, Jane Ward

- I. Call to Order: 7:00pm
- II. Secretary's Minutes
  - a. Last month's minutes (6/2013) were accepted unanimously on a motion to accept by Sherwood, Ward second.
- III. Budget Report: Budget Report submitted and reviewed.
  - a. Budget Report was reviewed and discussed. It is a bottom line budget and is right on track to zero out.
- IV. Communications:
  - a. A communication via mail was received concerning grants that the library is eligible for and was discussed that we will need further clarification and followup at next LBST meeting.
  - b. A communication was received via email with attachments and the subject "Letting you know this guy is dangerous and frequents your library". This was discussed and it was decided that instead of opening up the attachments which are potentially viruses, we would forward it to the police to determine if this is something we should act upon.
- V. Director's Report: Review Director's Report reviewed and discussed
  - a. The new IT Librarian position for FY 2014 must be approved by the union, then it will be posted and filled.
  - b. Building Maintenance update plumbing/drain fixed in the staff room sink, no leaks occurred with the heavy rains in late June, and the bid for HVAC work to be done in the vault was awarded to Ultra Services, Inc of Billerica. The HVAC project will be scheduled in late summer/early fall, and the project is funded through the generous donations of the Amesbury Public Library Charitable Trust.
  - c. Programs and Services update that there will be a new CASSIE computer reservation system for the public computers which should help optimize patron use. This project will be funded through Library State Aid. The Summer reading program is off to a strong start with 32 teens, 19 adults, and 456 children, as in previous years, the Children's Librarian will need the LBST members to volunteer to help. The new summer concert series at the Library Fountain will kickoff July 15<sup>th</sup> and will run Monday evenings through August 5<sup>th</sup>.
  - d. Professional Development and library monthly staff meetings and professional development are ongoing
  - e. Output and Measures Highlights, as expected the increases in FY13 were for program attendance (+7%), general library visits (+7%), and reference (+112%) and computer assistance (48%). There was also a 26% increase due to number of titles downloaded from Overdrive (+26%). For the first time in many years there was a slight decrease in

circulation of library materials, this is true as a whole in the Merrimack Valley Consortium.

VI. Committee Reports:

- a. Director Review Committee meeting met following the board meeting and will report back to the LBST at the next meeting. The director review evaluation tool is to be discussed and the director review evaluation meeting is to be scheduled.

VII. Unfinished Business: None

VIII. New Business: None

IX. Other: None.

X. Adjourn: There being no further business, Browne moved and Deschenes seconded a motion to adjourn. The motion was approved unanimously at 7:17pm.