

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank

Wednesday, June 11, 2014

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

Absent: Mary Dunford-Chair (MD),

APL Director: Erin Matlin

- I. Call to Order (by Laura Buckley): 7:03 pm
- II. Secretary Minutes (SD)
 - Motion to accept in May Meeting Minutes by GM and seconded by RE. Unanimous vote.
- III. Budget Report (May 2014)
 - Erin has been taking Cases from Supplies instead of Materials
- IV. Communications (May 2014)
 - No mail in Trustees E-mail box
 - Rebecca Jordan said that David Costello saw an article on “seed library” David runs a foundation called the Charles E Learner. Other libraries have been using card catalogs for the seed catalog. Space is a problem.
- V. Director’s Report (May 2014)
 - Offer letter for Kimberly Butler for the Assistant Director position. She has verbally accepted the offer and a letter package was sent out.
 - Erin had a conversation with the Mayor about letting her do her job of hiring staff. He agreed that EM can do the hiring.
 - Natalie has said she was going to be doing the hours that she had agreed to. This will end when we get a part-time reference person.
 - The Secretary asked Erin to elaborate on the authors Saturday
 - The Secretary asked the Director to put in a paragraph on the Budget review.
- VI. Committee Reports
 - Director Evaluation – Gail will put together the review and put in goal settings and the Library Director. The director review committee as well as the director herself (for a self -valuation) will each individually fill out the director review tool document which is attached . The director review committee made up of LBT members, Gail, Gretchen, Roger D., and James will meet on July 30th at 7pm, meeting place TBD, to discuss and consolidate their reviews into one committee review. The director will submit her self evaluation to the committee on August 1st. On August 6th at 7pm, meeting place TBD, the director review committee and the director

will meet to formally have the review. Since this is the director's first year, this year's review process will be used more as a benchmark for next year than a full review.

VII. Unfinished Business

- June 17th will be the Budget
- Vault Project was discussed
- The Ramp Panels was discussed

VIII. New Business

- Seed Catalog is an new

IX. Other

X. Adjourn 7:39 Roger Deschenes moved for adjournment Gretchen seconded.
Unanimous yes.