

**Amesbury Public Library Board of Trustees**

Newburyport Five Cent Savings Bank

Wednesday, May 8, 2013

Members Present: Gail Browne, Laura Buckley, Mary Dunford, Philip Merrill, David Pressley, Peter Sheridan, Jonathan Sherwood, Jane Ward

- I. Call to Order: 7:01pm
- II. Secretary's Minutes
  - a. Last month's minutes (4/2013) 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.
- IV. Communications:
  - a. No new communications were received for the LBT via email.
  - b. A letter was received from the Commonwealth of Massachusetts Board of Library Commissioners detailing the second and final State Aid to the Amesbury Public Library for FY2013.
- V. Director's Report: Review Director's Report reviewed and discussed
  - a. The Teen Assistant position remains unfilled, and will remain so until there is more direction from the Mayor about the proposed FY2014 budget. A new IT Librarian position is in the Library's proposed budget.
  - b. Building Maintenance update includes the successful spring cleanup with many Amesbury resident volunteers as well as Philips Exeter student volunteers. Inside the library, the skylights in the children's room have been cleaned and on the first level there has been repair work done on the loose bricks in the fireplaces.
  - c. Programs and Service Highlights include "On The Same Page" is underway with ongoing events and book club discussions. The annual Poetry Contest had almost 140 entries with the party scheduled in May. Local history programs have been filling to capacity. A new paging system, purchased with state aid funds, for communication between circulation desk staff and the reference librarians on call has been working out well. A summer concert series is in the planning stages.
  - d. Professional Development and library monthly staff meetings are ongoing.
  - e. Output and Measures Highlights, reference assistance numbers continue to grow every month, and the pager system is helping to cut down on customer wait times for it.
  - f. Friends of the Library update includes news that May is the annual Membership Renewal Drive, the President and Vice President officially resign their positions as of May 31<sup>st</sup>, and the rest of the board will use the summer months to try to recruit new leaders to start in September.
- VI. Committee Reports:
  - a. No new reports at this time.
- VII. Unfinished Business:

- a. Budget Process FY2014, the Library Budget will be reviewed by the Municipal Council on Monday, June 3<sup>rd</sup> at the City Hall Auditorium at 7pm. The Finance Committee will make its budget recommendations on Monday, June 10<sup>th</sup>, and the City Council will hold its Budget Public Hearing on Tuesday, June 18, 2013. The library budget for FY2014 has an increase of 2 ½ % over FY2013, 2% of which is staff increases.
- b. Fall Elections, 6 of the 9 Library Trustees will be up for re-election in November.

VIII. New Business: None

IX. Other: None.

X. Adjourn: There being no further business, Dunford moved and Ward seconded a motion to adjourn. The motion was approved unanimously at 7:40pm.