

**AMESBURY PUBLIC LIBRARY**  
**Board of Trustees-Meeting Minutes**  
**October 14, 2009**

**Call to Order:** 7:05 pm

**Members Present:** Sydney Baily-Gould, Laura Buckley, Mary Dunford, Johanna Kimball, David Oxtan, Jane Ward, Sue Zielinski

**Absent:** None

**Library Staff Present:** Katie McDonough

**Visitors:** Mayor Thatcher Kezer

**Communications:** None.

**Secretary's Minutes:** Minutes of the September 9, 2009 meeting accepted on a motion by Buckley, second by Kimball.

**Budget Report (September 09):** on file.

**Gift Report (September 2009):** Nothing to report.

**Director's Report:** on file.

**Committee Reports:** none

**Unfinished Business:**

**Update on Trustee Orientation Packet:** Buckley stated that she and Kimball came up with a lot of information that should be included in an orientation packet. This information, she noted, needs to be condensed into a manageable format including written information, links, and contact information. She plans to have a draft packet to propose at the Board's next meeting in November.

**Update on APL Budget Shortage:** McDonough reported that the Finance Committee of the Municipal Council approved making up the \$850.00 error and shortfall in the library's budget. She also added that the State Aid report would be ready for postmark on Friday, asking if Baily-Gould would be available to sign the report before it was mailed. Baily-Gould answered that she could do so.

**Changes to Amesbury Charter:** Mayor Kezer attended the meeting to address Trustees' questions about the changes to Town Charter language. The mayor gave a brief summary of the charter review history, stating that in spring of 2009 he accepted all of the committee's recommendations and made further edits as

well. He noted that the town missed the deadline for the charter changes to make it to the 2009 ballot, therefore the issue will be picked up by the new council session.

He explained that the language changes made in the charter section pertaining to the library, specifically to the powers and duties of the trustees, were done with an eye to eliminating redundancy between Amesbury's charter and Massachusetts General Law 78-7. Powers and duties within that section are already clearly expressed and for efficiency's sake do not need to be repeated in Amesbury's charter.

**Procedure for Evaluating Our Library Director:** Zielinski opened discussion by proposing that the Board consider a rubric or tool to use as a guideline in evaluation. Baily-Gould suggested that if evaluation was something the Board wanted to do yearly then perhaps a committee should be formed to put together such a tool. She asked Zielinski to bring any information she might have from the previous Director's evaluation process to the Board at the next meeting. Zielinski agreed to also look to NMRLS and MBLC's Trustees' Handbook for guidance. She added that she would bring the results of her research to the next meeting.

#### **New Business:**

**Mold Problem at Library:** McDonough presented the Board with a handwritten copy of Gregor Trinkaus-Randall's (MBLC) notes, made after his site visit to the library. He noted the higher humidity levels in several areas of the library, with the vault having the highest. He also noted the structural issues outside the building that have allowed water to leak into the building. His initial recommendations included adding a dehumidifier to the library; removing the old climate control system and replacing the vault's HVAC system; addressing the downspouts, roofing, and drain issues on the outside of the building. McDonough stated that his final report was forthcoming.

She noted that Town Hall had been in discussion with the Massachusetts Department of Public Health to do an air quality study, but that the department couldn't come in until the end of October. Trustees worried that this was too far off and expressed an interest in asking Town Hall for a private firm to come in and do testing prior to the MA DPH. Baily-Gould and Dunford agreed to set up a discussion with the mayor to address another air quality test plus the specifics of moving file cabinets and furniture out of the boiler room space.

Zielinski asked McDonough if there were substitute librarians in place in the event of illness in the permanent staff. McDonough answered they did have one reliable person but that that person was not always available on short notice. The question prompted a discussion among the Trustees of the mayor's recent instruction to the Director that the library be kept open as much as possible, even if that meant staffing the building with only two people.

Buckley suggested that inadequate staffing is a safety issue and made a motion to maintain safety for patrons and staff by only keeping the library open with a minimum of three staff members on site at all times. Kimball seconded. Motion passed unanimously.

**Sunshine Fund Policy:** Baily-Gould stated that trustees had noted inconsistencies in the process of recognizing a former trustee for his/her service. She asked Board members if Trustees needed a stated and standardized policy for such recognition. After discussion, the majority of Board members felt making policy was unnecessary, and that each retiring member should be recognized in a fashion commensurate with the length of his/her tenure of service.

Meeting adjourned at 9:05 pm.  
Respectfully submitted,

Jane Ward  
Secretary