

Amesbury Public Library Board of Trustees

Amesbury Senior/Transportation Center

Wednesday, October 2, 2013

Members Present: Gail Browne, Laura Buckley, Roger Deschenes, Peter Sheridan, Jonathan Sherwood, Jane Ward

- I. Call to Order: 7:03pm
- II. Secretary's Minutes
 - a. Sept 11th minutes were accepted by a unanimous vote on a motion to accept by Sherwood, Ward second. Sept 25th minutes were accepted unanimously on a motion to accept by Ward, Sheridan second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. Budget Report was reviewed and discussed for September.
- IV. Communications:
 - a. No new relevant communications were received via email.
 - b. No new communications were received via mail.
- V. Director's Report: Director's Report reviewed and discussed with Interim Director Erin Matlin.
 - a. Staffing update, Katharine Ritter's contract as interim director was terminated on September 13, 2013 and Erin Matlin took over as Interim Director on September 16' 2013.
 - b. Building Maintenance, contractor Lee had been contacted to work on items for the City Audit, mainly the Back Door on the Main Floor. He also performed seasonal/routine maintenance such as removing banner and AC units, fixing the lock on the book drop, and screwing shut the window by the playaway collection. He will need to come back to finish off some routine maintenance including tightening the railing outside the staff door.
 - c. Programs and Services, update the new CASSIE computer reservation system for the public computers is complete and working beautifully now that the glitches in the system have been solved. Margie Walker is now the Chair of the Teen Services Roundtable. Continued success in programming especially the Civil War Program with 28 participants.
 - d. Professional Development and library monthly staff meetings and professional development are ongoing.
 - e. Output and Measures Highlights, measurements for the month of August are at a similar level to last year at this time.
 - f. Other News, The Groton library has joined MVLC as of October 1st. MVLC is looking into adding a mobile catalog or app to use with Evergreen.
- VI. Committee Reports:
 - a. Director Search Committee reported that an additional 4 resumes were received for the open position of Library Director. The Committee recommends 2 candidates to be additionally scheduled for interviews, bringing the total number of candidates to be

interviewed for the job at 6. Eric Gregoire, the Mayor's Chief of staff is scheduling interviews for the board 2 nights per week for the next two weeks.

- b. Historical Preservation Committee members reported that they will hold off their committee meeting until after a new director is chosen.

VII. Unfinished Business:

- a. 2014 Holiday Closings, LBT reviewed dates that MVLC is closed, Dates APL was closed in 2013, and Projected dates for 2014 were reviewed and discussed. The LBT are considering closing the library from 12/24 – 12/26 (Thurs – Sat). An action item was put to Eric Gregoire to see if there are any limitations in the union rules to closing for that extended period of time. The LBT are considering closing the library early on 12/31/2013. An action item was put to Browne to determine the policy from 12/31/2012. Both issues were tabled and will be in the Unfinished Business section of the November Agenda.

VIII. New Business:

- a. Fire Box, The interim director informed the LBT that the fire box on the outside of the building will be taken down as part of a city wide effort. It will be replaced with either a fire alarm that works like a home system security system within the library's internal security system. Or if there could be a direct connect from the library directly to our regional emergency center. Eric Gregoire will report back to us on the pricing of the two options.
- b. Review Discount Book Purchase Practice, has an action item of getting more information from the city accountant's office and it was reviewed, discussed and Buckley made a motion to table this issue until November's LBT meeting. Ward seconded the motion and it passed unanimously by vote.
- c. Develop Director Search Interview Questions, LBT discussed and drafted questions for the upcoming interviews for the 6 Library Director candidates' interviews based on discussion and the outline from the Director Search Pdf from the MBLC. Buckley made a motion to have the Director Search Committee finalize the language, sequence of questions, and assign questions to the interviewers. Browne seconded the motion and it passed unanimously by vote.

IX. Other: Erin Matlin brought up a new issue at the library of whether or not library staff can ask a patron to leave when they are smoking an electric cigarette in the library. It was decided that the MA Board of Health probably has a policy for that and we should enforce.

X. Adjourn: There being no further business, Deschenes moved and Ward seconded a motion to adjourn. The motion was approved unanimously and the LBT meeting was adjourned at 9:15pm.