

Amesbury Public Library Board of Trustees

*Newburyport Five Cents Savings Bank
Wednesday, Oct. 8, 2014*

Members Present: Mary Dunford-Chair (MD), Stephen Dunford (SD), Laura Buckley (LB), Gail Browne (GB), James Sullivan (JS), Gretchen Marinopoulos, Roger Deschenes (RD,) and Roger Estella (RE)

Absent: Rebecca Jordan

APL Director: Erin Matlin

- I. Call to Order (by Mary Dunford): 7:07pm
- II. Secretary Minutes (SD)
 - Motion to accept September Meeting Minutes by MD and seconded by JS. Unanimous vote.
- III. Budget Report (July-August 2014)
 - Have a report for the books and material for November meeting
 - Will have the State Aid and Gift Account for November
 - Ms. Matlin is working on the reports for the state, will sign and submit on Friday Oct 10.
 - Ms. Matlin will generate a report for the Board from the state report.
- IV. Communications (October 2014)
 - Checked E-mail and only Spam
 - Mary Dunford received an announcement for the Mass Library Trustee Association Annual Meeting Sat. Nov. 1 10am -1pm
- V. Director's Report (May 2014)
 - Attached
 - Will have a new report on requested materials
- VI. Committee Reports
 - Director Evaluation Business – will hold a meeting after the regular Oct meeting.
 - Preservation Committee – met on Sept 22 (LB, RE, SD and Meghan Petersen). The contact on HVAC has left the company and the HVAC may have been overpriced. The HVAC money will be used for micro climate system. A purchase will be made for monitoring. Meghan is not sure that the Merrimac may not be as climate-controlled as expected. The material will be returned and each individual item will be stored properly.
- VII. Unfinished Business
 - Staffing –
 - Mary Dunford (chair) talked to the Mayor in regards to the Assistant Reference IT position.
 - Mayor Grey had no concern about the position being union.
 - John Dubuc, Amesbury IT and Charles Benevento, Amesbury CFO talked with the Mayor about the IT position

- John Dubuc came over to the Library and looked over the IT situation. John wanted to talk to Jim Halcheck, Amesbury Library IT. Jim says that it is appropriate for the Library to have its own IT position.

VIII. New Business

- Holiday Closings–
 - Day before Thanksgiving 25 Nov 10-5
 - Amended days and closing moved by LB and seconded by JS. Unanimous vote
- Cell Phones in building – EM will bring a suggested wording on the issue at the November meeting.

IX. Other

- A building maintenance binder is being created by EM.

X. Adjourn 7:57 RE moved for adjournment. GM seconded. Unanimous yes.