

AMESBURY PUBLIC LIBRARY
Board of Trustees-Meeting Minutes
September 9, 2009

Call to Order: 7:08 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: Stephen Dunford

Communications: Christine Johnson's resignation letter was read to the Board and filed with the secretary.

Secretary's Minutes: Minutes of the June 10, 2009 meeting accepted on a motion by Kimball, second by Zielinski. Buckley abstained.

Budget Report (FY 09 final, FY10 – 8/09): on file.

Gift Report (June-Aug 2009): Gift report was accepted on a motion by Buckley, second by Zielinski.

Director's Report: on file.

Zielinski asked for clarification of "the library's gift fund" as noted in the Director's report on the moving of the circulation desk and payment for the new carpeting. McDonough explained that gift fund monies are not part of the library's operating budget and include money from the copy machines and donations. Zielinski asked if these were typically spent at the Director's discretion, and McDonough replied they were. She added that money from the conscience jar goes to the Friends of the Library and DVD and other fines are received by the Town. Zielinski asked how much money the Gift Fund amounted to, and McDonough said she would have the figure for October's meeting.

Buckley questioned Director's item re: Hours of Operation. She asked why this hadn't come before the Board for a vote of approval. McDonough explained that restoring Monday hours as soon as new staff was in place had been discussed at June's Board meeting, as had the proposed hours of Mon-Wed 10-8 and Thu-Sat 10-5. Buckley said she was surprised to read in the newspaper that to find out these hours had been confirmed without first going to the Board for approval. She asked how the Daily News had learned of the hours of operation changes before the Board had. McDonough stated that all press inquiries now go through the Mayor's office rather than through her office.

Buckley asked if the Director had been instructed to send all press inquiries through the Mayor's office and McDonough replied she had been so instructed.

Baily-Gould suggested that in future items such as hours of operation should come before the Board for review and vote to approve. She said that the Board would either hold a special meeting or make a vote contingent upon certain conditions prior to the event taking place. Dunford made a motion to retroactively approve the new hours of operation, Kimball second. Motion passed unanimously.

Committee Reports: none

Unfinished Business:

Update on Trustee Orientation Packet: Buckley reported that there is a lot of material to be included in an orientation packet. She stated that she feels the information should be provided as links to web addresses and charter language as much as possible to cut down on the amount of paper disseminated. She and Kimball will meet prior to October 14 trustees' meeting with Board Chair and library Director to highlight the most important information and begin to compile it. Board secretary will post the meeting for 6:30 on the 14th.

Sale of Swartz house: Kimball gave an update of the current plans for sale of the Swartz house adjacent to the library. She told the Board the house had received two full price offers but has since been taken off the market by Mr. Swartz.

Update on APL budget shortage: McDonough reported that the corrected numbers were submitted to the Municipal Council to be read into the record as amended. Councilor Stephen Dunford stated that these would be sent to the Council's Finance Committee for approval before returning to the Council for a second reading.

New Business:

2010 Holidays: McDonough presented the Board with the library's proposed 2010 holiday hours. She noted that the Thanksgiving date should be changed to the 27th of November. Oxtan made a motion to accept the 2010 holiday hours as amended, Kimball second. Motion passed unanimously.

McDonough requested that the Board approve closing the library at 1 pm on September 19 so that staff could participate in the 2009 Relay for Life opening ceremonies and team relay event. Baily-Gould made a motion to approve closing the library at 1 pm on Saturday, September 19, Zielinski second. Motion passed unanimously.

Changes to Amesbury Charter: Councilor Dunford stated that he thinks the Board should pay particular attention to the proposed changes made to the charter as they apply to the library's Board of Trustees. He said that some of the changes could take decision-making power away from the Board, especially as it pertains to managing the trust funds.

Baily-Gould asked if Board members should attend the Charter Review meetings. Councilor Dunford stated that some changes are made through Charter Review and some are made unilaterally by the mayor, but that the charter review process was now on hold. He added that it is his opinion that the Board of Trustees should begin to look more closely at following the charter's directives to the letter. Buckley suggested that the Board members review charter language for October's meeting and make a plan to meet with the mayor about the proposed changes. Zielinski recommended adding the review of charter language and discussion of it with the mayor to October's unfinished meeting. Baily-Gould stated she would do so.

Introduction of new hires: McDonough reviewed the new positions and the people filling them: Sharon Archambault, Gemma Doyle, and Bret Langendorfer. Baily-Gould stated she feels it can be awkward for the new hires to come into the Board meetings for introductions and encouraged Board members to introduce themselves to the new staff when next at the library.

FY10 Trust Fund Requests: McDonough stated that Debbie Ventura said there is approximately \$25,000.00 available in unrestricted trust funds. She asked the Board to consider two requests for use of unrestricted funds. First, the grant the library was awarded for a \$2500.00 preservation survey requires a \$500.00 match. This grant paves the way for the library to be eligible for future preservation grants. Dunford made a motion to authorize spending \$500.00 of the unrestricted trust funds as matching funds for the \$2500.00 preservation grant.

McDonough's second request was regarding a \$2000.00 grant opportunity from the Amesbury Rotary Club. She stated that the Rotary's grant also required a match—not a dollar for dollar match but a portion of the total \$2000.00 they may be prepared to award. She stated that Assistant Director DiTullio put together a proposal for a Mobile Technology Lab, and she asked the Board to consider approving paying up to \$1642.00 of unrestricted trust funds toward this project. She added that there is no guarantee the library will be awarded the grant but it was essential to have the proposal in place. Oxtan made a motion to authorize spending up to \$1642.00 of unrestricted trust funds as matching funds for a Mobile Technology Lab contingent upon receiving the Rotary Club's \$2000.00 grant, Dunford second. Motion passed unanimously.

Procedure for Evaluating Our Library Director: Tabled until next month.

Other Business: Board agreed to send a card and gift to former trustee Christine Johnson in recognition of her years of service. Gift will be paid for through Sunshine Fund.

Oxton agreed to be the Board's representative at the October Friends of the Library meeting. Dunford agreed to attend in November. These meetings are held at 7 pm in the library on the first Monday of each month.

Meeting adjourned at 9:21 pm.
Respectfully submitted,

Jane Ward
Secretary