

Amesbury Public Library
Board of Library Trustees- Meeting Minutes
Wednesday, December 8, 2010
7:00PM

Members present: Ward, Dunford, Sherwood, Oxton, Sheridan, Kimball

Call to Order at 7:02

Secretary's Minutes (11/10/10) accepted on a motion by Sherwood, Oxton second.

Budget Report (November 2010) DiTullio reported that the first installment of \$7,592.41 state aid has been received to use on books.

Gift Report (November 2010) None

Communications (November 2010) One from Jim Thieverge, and one from Pam Gagnon, 3rd Grade teacher at AES regarding a request for funding from the Stanley Fund for a field trip to the Firehouse Center for the Arts. There was a unanimous vote on a motion by Dunford, Sherwood second, to move \$220 in available funds from the Stanley Fund to help fund this field trip.

Director's Report (November 2010) DiTullio noted a number of things happening in the library this month. Staff evaluations are being done for the first time in 5 years, and DiTullio said that library staff have had many good ideas for new programming and other goals. There has been a third book discussion group started as the two others are booming, and the Director also noted that she has noted a shift in circulation of Amesbury items as opposed to inter-library loan from other libraries. She also anticipates that tax season will be an especially busy one given that the post offices are no longer providing residents with tax materials.

Staff are almost finished moving all non-fiction to the second floor and then all Young Adult materials will be moved to the basement. When this is complete, the teen room will be used for local history. They have just finished a final weeding, and are continuing to look at ways to shuffle spaces and create more seating.

Committee Reports

- A. **Preservation and Maintenance Committee Update-** Meeting was cancelled, no update.
- B. **Director Review Committee-** Ward said that this Committee was to meet following the regular meeting, but she noted that she has gotten lots of feedback on tools that other towns are using to evaluate their department heads. This Subcommittee will set up a template and a timeline to be presented to the Board.
- C. **Policy Review Committee Update-** Oxton said he had met with DiTullio and Sheridan to work on revisions to the current policy manual. He said there is a lot of redundancy and many things that are more procedural than policy (internal vs. public). This subcommittee is working to tease out what is really necessary. Oxton also said the group is working to make the policies more flexible and kept in separate sheets instead of one unwieldy book so as to make it more user-friendly for patrons.

Unfinished Business- none

New Business

A. Staff Appreciation- It was agreed that the Trustees would give each library staff member a small token of appreciation from Ovedia Chocolates, since staff have recently decided to take care of their own hospitality items during staff meetings. Ward will purchase the chocolates and seek reimbursement from other Trustees at the January 2011 meeting, and Johanna will write individual “thank you” notes to each staff member.

Other- None

Adjourn at 8:05 on a motion by Sherwood, Sheridan second.

Respectfully submitted,
Johanna Hoyt Kimball
12/15/2010