

Amesbury Public Library
Board of Library Trustees- Meeting Minutes
February 10, 2010

Call to Order at 7:01pm

Members Present: All

Secretary's Minutes (1/13/10) accepted on a motion by Dunford, Oxtan second

Budget Report (January 2010)

Gift Report (January 2010) none

Communications (January 2010) 4 items received by the Chair included a letter from former Trustee Dallas Haines, an invitation to the Legislative Breakfast 2010, a clarification on State Aid to libraries sent via email by Robert Maier, and the 2009 Board of MA Library Commissioners Annual Report.

Director's Report (January 2010) Erin Matlin has had a great start after being hired as the new Assistant Director at the library, and DiTullio said what a wonderful addition she has been to the staff. Things have been very busy at the library, and DiTullio highlighted IT output as well as the addition of more museum and parks passes due to high demand. On the side of building maintenance issues, DiTullio is awaiting a report from Northeast Document Conservation Center to review our local history collection and make recommendations. This will be especially timely as we work on long-range planning and staff look to do some rearranging at the library. Secondly, DiTullio said there is a need to purchase a new, stronger humidifier. She is investigating prices and will report back at the March meeting.

Committee Reports: None

Unfinished Business

Trial Involving Staff- DiTullio reported that she and four other library staff testified in the recent trial of the Town of Amesbury vs. James Thieverage. She said that it was very upsetting to face a person by whom staff had felt threatened, and because of the court's decision that Thieverage be allowed back into the library. DiTullio felt that staff reaction warranted that she approach the Mayor regarding other legal options. The Mayor has assured DiTullio that he is working with lawyers on the legalities involved and to come up with a policy that passes legal muster.

Draft Building Study from Sunny Vandermark

Ward gave a brief history of the existing Building Study. Trustees have recently received a Draft of the new Building Study being done by Sunny Vandermark- that being the first step in any new library construction process. DiTullio reported that a new construction grant round has just been announced and that she has invited Ward to attend an upcoming workshop on the topic. After the completion of a new Building Study, the next step in the process would require securing \$75-100 thousand dollars for a site visit by architects to be done by January 2010. DiTullio said that, in theory, we could be ready, but that the real issue is securing funding in this economy. More discussion ensued after a question by Merrill to Sherwood as to his impressions of when the Mayor will lend his support to a future library building project. Sherwood said that the Mayor would need to include any such plans in his Capital Improvement Plan, and there is no sense that that will happen this year. Ward said she would like to set up a meeting with the Mayor and Trustees to discuss the new Building Program once we have a final product from Vandermark. Merrill suggested hosting information sessions for the public to clue people in to what the new

study has found, and Ward said she'd like to see Trustees serving as ambassadors for the library. DiTullio noted, however, that even these initiatives might be premature at this point in the process.

As for the final draft of the new Building Study, Vandermark needs feedback on first draft soon so that she may deliver a finished product in March. Buckley suggested having a meeting to discuss Trustees' concerns/comments as a group before a final product is constructed. DiTullio will check with Vandermark to see if we can discuss at the March meeting, or if we need to have a special meeting before that time.

DiTullio also agreed to leave 5 printed copies of Building Study draft for interested Trustees at the Library Reference Desk.

Welcome Reception 2/5/10- Plans are in place for the Welcome Reception for our new Director next Thursday, February 25 at the library. The reception begins at 6pm with an address by the Mayor to be given at 6:30. Trustees and Library staff are being asked to contribute food and beverages.

March Staff Appreciation- It was decided that our first Staff Appreciation event for 2010 will take place during the regular library staff meeting on Thursday, March 4, and that the Trustees would provide a light breakfast to show our appreciation. It was agreed that all Trustees would come prepared to contribute a few dollars each at the March meeting.

Open Meeting Guidelines/New Ethics Test- Ward reminded Trustees to complete their Ethics Tests online and return receipt materials to the Town Clerk.

Committee Mission Statements- Ward circulated updated Subcommittee lists after the recommendation to combine the Preservation and Building Maintenance subcommittees at last month's meeting. After discussion, Ward proposed that the new subcommittee be renamed as Preservation and Maintenance and had come with new language for the mission statement. Dunford made a motion to accept the newly combined Preservation and Maintenance subcommittee, along with its mission statement, with a second by Kimball.

In addition, new Trustee Jonathan Sherwood agreed to participate in the Finance Committee.

New Business

Friends Meeting Representative- Ward asked Trustees to consider signing up to attend the weekly Friends of the Library meetings on the first Monday of each month. Sheridan will attend in March, Merrill in April, Dunford in May, Sherwood in June, and Ward in September.

New Construction Grant Round- No further discussion as topic was covered thoroughly in Old Business, with the discussion of the new Building Program Draft.

Other- DiTullio reported that the laptop at the library to be used by reference librarians was stolen from a cart 2 Saturdays ago during a very busy day at the library. DiTullio has filed a claim with insurance and has already purchased a new laptop. Though mobility is important for this particular piece of equipment, the laptop will also have a quick release lock to provide more security going forward.

Adjourn

At 8:41pm on a motion by Buckley, seconded by Kimball

Respectfully submitted,

Johanna Hoyt Kimball