

Amesbury Public Library
Board of Library Trustees – Meeting Minutes
Wednesday, February 9, 2011
7:00 PM

Members Present: Ward, Dunford, Sherwood, Sheridan, Kimball, Buckley, Merrill, Pressley

- I. Call to Order** at 7:05 PM
- II. Election of Officers:** The following Board Officers were elected for 2011:
 - **President:** Ward
 - **Vice-President:** Sheridan [‘Sunshine Fund’ materials passed from Ward to Sheridan]
 - **Secretary:** Sherwood
- III. Secretary’s Minutes (12/8/10)** accepted unanimously on a motion by Merrill, Sherwood second.
- IV. Budget Report:** Expenditures on track. Director noted that some line items, such as service contracts and computer replacement, were front-loaded to early in the fiscal year, so are mostly spent out already. Per Board request, this budget report also included FY11 materials expenditure details, indicating item categories, cost, funding source, total expended to date and spent do date is percentage of total projected expenditures. The purpose of this additional information is to assist the Board with monitoring mandatory materials expenditure levels.
- V. Gift Report** DiTullio proposed doing away with the monthly gift report, unless larger donations of note come in. The Board agreed that a monthly gift report from was not necessary.
- VI. Communications** No communications were reported in December or January.
- VII. Director’s Report** Snow removal and management has been a considerable challenge in December and January, though the Town did make particular effort to have the library lot and access routes clear for the recent Friends of the Library Open House event. The DPW Director, the Mayor and the Library Director have discussed moving snow removal responsibilities for the Library to the DPW, instead of using an outside contractor. The current contractor has been especially challenged to provide timely services this winter.

Two new staff substitutes have been hired, to expand the pool.

The recent Open House was a very successful community event. It helped to identify and draw in new volunteers for the Friends. In May, the Friends of the Library are planning an annual meeting event, looking to combine business and socializing, looking at May 19th, 2011.

VIII. Committee Reports

- **Director Review Committee Update** Sherwood presented a draft evaluation developed by the Committee for Board approval. Changes were suggested. The Committee will revise the tool, use it in a trial review with the Director and report back to the Board.
- **2011 Committee Assignments**
 - i. Finance: Dunford (chair), Merrill, Sheridan, Sherwood
 - ii. Preservation and Maintenance: Buckley, Kimball (chair), Pressley, Ward
 - iii. Public Relations: (ad hoc): not currently active
 - iv. Director Review (ad hoc): Ward, Sherwood (chair), Pressley, Kimball
 - v. Policy Review: Oxton (chair), Sheridan
 - vi. Long Range Planning: (ad hoc): not currently active

IX. New Business

- **Memorial Day Weekend Closing** Director noted that the MVLC library system will go offline and be unavailable on May 28, 2011 and therefore proposed closing the library that Saturday. Other MVLC libraries will also be closed that weekend. Buckley moved and Kimball seconded approval of this proposal. The motion passed unanimously.

X. Other

- XI. Adjourn** At 8:48 p.m., Kimball moved and Sheridan seconded a motion to adjourn. The motion passed unanimously.