

AMESBURY PUBLIC LIBRARY
Board of Trustees-Meeting Minutes
November 18, 2009

Call to Order: 7:04 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: Peter Sheridan

Communications: Christine Johnson's thank you letter was read to the Board and filed with the secretary. A communication from Jim Thiverge about Amesbury's MCAS scores was circulated among Board members.

Secretary's Minutes: Minutes of the October 14, 2009 meeting were accepted as amended on a motion by Dunford, second by Kimball.

Budget Report (October 2009): on file. Zielinski noted the addition of the gift account record on the budget report. She suggested discussing the gift account and the way the money is spent during December's Board meeting. Zielinski stated that she understood the money donated in Marc Lankin's name would be earmarked for technology related purposes. She recommended that the money donated in Lankin's name should be proposed for specific technology uses, and that this fund should be accounted for separate from the general gift fund. Dunford asked for a breakdown of the Lankin donations and the general gift donations. McDonough said she would bring this information to the next meeting. She added that she would check with Laurie Pierce, former Administrative Assistant, to see how and why the account was set up in this way.

Gift Report (October 2009): Amesbury residents Merle and Margaret Forney made a \$100.00 donation to the library. Gift report was accepted on a motion by Buckley, second by Zielinski.

Director's Report: on file. Zielinski praised the new online museum pass reservation system and event calendar. Ward reported that she had received three patron comments, all in approval of the ease of the new system.

Committee Reports: Ad hoc committee to create a procedure for evaluating our library director was the only committee to meet, and findings are to be discussed later in the meeting during Unfinished Business.

Unfinished Business:

Update on Trustee Orientation Packet: Buckley distributed a draft of the proposed orientation packet. The draft included all materials suggested for inclusion into the trustee binders as well as a resource list of links to other local and state information websites. Board members agreed the packet was very comprehensive. Baily-Gould asked if Buckley and Kimball would assemble a prototype of the binder and bring it to December's meeting. Buckley agreed.

Procedure for Evaluating Our Library Director: Baily-Gould summarized that the ad hoc committee read and discussed MBLC guidelines for review of a library director and decided that rubric would serve our Board well. Zielinski referred Board members to the link she sent previously, directing them to the MBLC guidelines. She agreed with Baily-Gould, stating that this document is a thorough tool for evaluation. Baily-Gould disbanded the ad hoc committee since it had served its function.

Mold Problem at the Library: Baily-Gould provided an update from Town Hall. She read an email from Kendra Amaral outlining MIIA insurance agreement to pay for remediation and cleanup. Amaral noted that MIIA as the client prefers to work with Servicemaster, therefore no further bidding is necessary and Servicemaster has been contracted to do the work. Amaral further stated that the work could be done over the Thanksgiving long weekend, requiring no additional library closings. Buckley made a motion to approve Servicemaster proceeding with the clean up. Zielinski seconded. Motion passed unanimously.

Baily-Gould reminded the Board that Amaral had asked also that the Board consider funding the purchase of a dehumidifier for the basement. Board members agreed that this was not an good use of trust finds and more appropriately purchased with Town funds.

New Business: McDonough informed the Board that in past practice the library had closed at 5 pm on the Wednesday before Thanksgiving, and she asked the Board to reconsider amending the library's closing time to 5pm from 8 pm this year.

Baily-Gould noted that the holiday list had therefore been approved without the 5 pm closing. McDonough added that the closing affects the hours of three staff members. Buckley stated that these three staff members could choose to make up their lost three hours or not get paid. McDonough confirmed that it is in the union contract that they would make up the hours or not get paid.

Buckley wondered how that past practice of closing was missed during the recent review of the holiday schedule, and suggested that we revisit the 2010 calendar to amend it. Baily-Gould suggested that it is not to late to amend the calendar. Zielinski made a motion to approved closing the library at 5 pm on Wednesday, November 25, 2009, with

the stipulation that staff will have the option to make up the lost hours or not get paid. Oxton seconded. Motion passed unanimously.

McDonough asked if this motion would also cover 2010. Buckley stated that the 2010 calendar should come back before the Board to be revised. Baily-Gould agreed to add that item to December's agenda.

Meeting adjourned at 7:58 pm with the Board going into Executive Session.
Respectfully submitted,

Jane Ward
Secretary