

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

**Call to Order** at 7:04pm

**Members Present:** Buckley, Ward, Sherwood, Dunford, Kimball, Pressley, Merrill, Oxtou

**Secretary's Minutes** (7/14/10) Accepted on a motion by Dunford, Merrill seconded.

**Budget Report** (July/August 2010) DiTullio reported we are right on target at this point in the fiscal year. Contracts in equipment maintenance that renew every year and supplies ordered during the summer account for higher percentages on those line items on this month's report. Electrical usage is also a bit higher coming off of the summer months and higher air conditioner usage. Next month, DiTullio will report on materials expenditures so far as requested previously by the Board.

**Gift Report** (July/August 2010) None

**Communications** (June/July/August 2010) Three communications:

1. One piece sent to Jane Ward from Jim Thieverge regarding appropriation.
2. Another correspondence from Mr. Thieverge requesting information on grants given to the Amesbury Library by the MA Board of Library Commissioners in 2008. Patty has already passed along this information to him.
3. An email from a patron suggesting a nomination by this Board for a staff member to be considered for an "I Love My Librarian" grant contest.

**Director's Report** (July/August 2010) DiTullio reported that the three new staff members- including one part-timer and two substitutes- are a great addition and working out well. She is hoping to also add substitutes to fill in with circulation staff as well.

There has been some talk about a major rehabilitation of the handicapped ramp after the replacement of one whole panel recently. Another panel now has a slice in it, and Patty is in the process of getting a quote from AmRamp about replacing the other panels. (\$800 per panel, and we have 14 panels). The existing ramp has been there since 2007. Patty will report back at the next meeting.

A new copier has been installed in the library, but electrical outlets cannot support it. Morrill Electric will be coming back to fix the problem.

DiTullio also reported that staff morale is very high, at the same time that library patronage is booming. Compared to August FY09, August FY10 saw a 2000 item increase in circulation. On Saturday, September 11, all Library Staff will participate in the Relay For Life, so Patty also encouraged Trustees to show their support as well either by attending or making donations.

### **Committee Reports**

- A. **Preservation and Maintenance Committee Walk- Through Update:** Buckley gave a report on a walk-through of the library that she had with the Building Inspector, Dennis Nadeau, to assess current building maintenance issues. He cited two potential problems that could affect our ability to stay in the current building: 1. Boiler failure, 2. significant rain. Buckley said she has contact information for the subcommittee so that they can get ballpark estimates. Nadeau thought that the roof looked better than he thought, but it is Pennsylvania slate which is more expensive to repair (replace). His rough estimate to repair the library roof was \$35,000. Nadeau also noticed that we have had some patching done to the roof with tar, not an optimal choice.

Mr. Nadeau suggested that we contact Dave Cronin from the police department to get an estimate per square foot of brick work for the envelope of the library. The police building underwent repairs on their brickwork for \$125,000 recently. In addition, the outside downspouts are not even attached to the building, so lots of water is going back down into the ground.

Buckley and Nadeau also discussed the recent mold problems in the basement. There is still wood paneling in the basement that, Nadeau guessed, are probably full of mold. He wasn't sure what next steps would be on this item. In addition, the outside downspouts are not even attached to the building, so lots of water is going back down into the ground.

Still up in the air is the difference between renovations and repairs, as it would affect the necessity to come into compliance with the ADA- Nadeau was unsure about this distinction.

Buckley said she and the other subcommittee members will meet before next month's meeting to determine who will make contact with necessary parties to come up with estimates and answers for these various building issues.

#### **B. Long Range Planning Committee Meeting Update**

Dunford reported on the Long Range Subcommittee's last meeting to go over the goals and objectives of the proposed new plan one by one to make changes where necessary to create a more easy-to-understand product. DiTullio needs to submit the finished plan to the MA Board of Library Commissioners by October 1, 2010. Ward reminded the Board that the document they had in their possession had been gone over point by point and at length by the subcommittee, but did ask if Trustees had any questions.

After a question by Merrill, DiTullio said she would create stronger wording about our core services on page 4. Sherwood made a suggestion that we create a one-sheet, user-friendly version of the Long Range Plan that would have a simple list of our goals.

Buckley voted to accept the Long Range Plan as submitted, Pressley seconded, and the motion passed unanimously.

#### **Unfinished Business**

##### **A. Iacobucci et al v. Amesbury Municipal council, appeal update**

Ward briefly reported on the most recent appeal by Iacobucci and other citizens and shared legal documents as filed with the Supreme Judicial Court.

#### **New Business**

DiTullio said that next month we will approve the holiday closings for 2011, but asked if the Board would have a special vote to make a change to the 2010 Holiday Closings List in order to stay in line with closings at Town Hall. On a motion by Merrill, Sherwood second, the Board voted unanimously to pass the motion, "whereas January 1, 2011 falls on a Saturday, we recommend that the Holiday Closings List be amended to include Friday, December 31<sup>st</sup>.

#### **Other**

A. **Town Hall meeting notices-** Ward wanted all Trustees to know about new notice forms for posting meetings at Town Hall.

B. **Reminder:** Friends' meeting rep 10/4: Phil Merrill

**Adjourn** at 8:34pm on a motion by Oxton, Sherwood second