

**Amesbury Public Library Board of Trustees**  
Newburyport Five Cent Savings Bank  
Wednesday, April 13, 2011

Members Present: Ward, Sherwood, Pressley, Sheridan, Oxton, Merrill, Kimball

- I. Call to Order: 7:05 p.m.
- II. Secretary's Minutes (3/09/11) accepted unanimously on a motion by Merrill, Oxton second.
- III. Budget Report: Expenditures on track, though electricity expenditure will likely be over budget, due to running additional equipment and devices in the facility (dehumidifier, more computer stations, etc). Natural gas expenditure will likely be under for the year.
- IV. Communications: Trustees who have terms expiring in 2012 received notice from the Town Clerk. Election of Trustees is on the Town-wide ballot in November, 2011; nomination papers will be available in May.
- V. Director's Report: The clearing out of old and unused furniture and equipment continues and more electrical work is planned for upgrading breakers to handle additional equipment in library. Newburyport's Assistant Director visited in March to see the recent changes at the library. The music download service Freegal is now live on the Library's website. Other online media through the library's site (Playaways and Tumblebooks) continue to rise in popularity. Adult programs were well attended in March. Patron registration in March was extraordinarily high.

Circulation figures comparing Amesbury Library with other MVLC libraries demonstrates that Amesbury has high 'items circulated per hour open' numbers in comparison with other libraries. This is especially true when circulation per hour is factored with number of FTE's of staff, in which case Amesbury has especially high per hour circulation, per staff FTE, showing high productivity and efficiency.

The Friends approved several requests recently, including for educational programming, Summer Reading and a die-cut machine. On May 19<sup>th</sup>, the Friends are hosting an annual event that will include the Mayor, the Chamber of Commerce President and will have a social element.

The Director and staff are preparing for the MVLC's roll-out of the new open-source information management system, Evergreen. Staff members are training leading up to the roll-out. The Director has concerns about a rocky implementation.

- VI. Committee Reports
  - a. Policy Committee: The Committee continues its review work of Library policies with the Director. At its last meeting, concern and discussion came up regarding the Library's policy for Unattended Children. Several members thought that it merited discussion and consideration right away, rather than wait for a discussion when the revised policy manual is presented to the Board. Upon discussion, it was decided to review the Policy as part of the review of the whole manual.

- b. Director Review Committee: The Committee summarized its April 7, 2011 evaluation meeting with the Board. The process for developing the evaluation tool was reviewed and the Board notes, discussed. The Committee combined its notes along with the Director's own notes in the evaluation tool itself. It also presented a cover memo for the record, to be forwarded to the Mayor. Participants considered the review to have been a positive process, with constructive focus on the Director's job description and key aspects of planning and accountability, reflecting the focus of the Board. It was proposed that future evaluations should take place annually, not long after the Town's annual budget is approved. Merrill requested that the final report of the Committee be amended to clearly reflect that this was an evaluation by the Board of Trustees. Sherwood asked that the Board formally vote on the Committee's report. Merrill moved the motion, Kimball seconded. It passed unanimously, as amended. Copies of the report and cover memo will be forwarded to the Mayor and Town Clerk and provided to the Director.

#### VII. Unfinished Business

- a. Budget Update: The Director has met with the Mayor and the Town's Chief Financial Officer to present and review the Library's proposed budget. The Mayor's recommendation to the Council for the Library budget is not yet known.

#### VIII. New Business

- a. Early Closing on Prom Night, 4/29. Kimball moved and Pressley seconded a motion to close the Library at 3:00 p.m. on 4/29, so that the Library's front steps could be used for pictures and promenade. The motion passed unanimously.
- b. Closing for Staff Training (Evergreen), 4/22. Oxton moved and Kimball seconded a motion to close the Library early on 4/22 at 2:00 p.m., so that staff could attend training on MVLC's new Evergreen system. The motion passed unanimously.
- c. May Friends Meeting Information. The Board reviewed information regarding the Friends of the Library's planned event for May 19<sup>th</sup> at 6:00 p.m.

There being no further business, Kimball moved and Sherwood seconded a motion to adjourn. The motion was approved unanimously at 8:16 p.m.