

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, April 11, 2012

Members Present: Gail Browne, Laura Buckley, Johanna Kimball, Philip Merrill, Peter Sheridan, Jonathan Sherwood.

- I. Call to Order: 7:02pm
- II. Secretary's Minutes
 - a. Last month's minutes (3/2012) were accepted unanimously on a motion by Buckley, Merrill second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. March 2012 Budget - actuals on target for everything with overall budget spent at 74%, there are some overages due to phone installation of 3rd line, IT for more frequent visits by IT professionals, the rest is on track.
 - b. Update on FY 2013 Proposal – There will be increases proposed for more IT support, and staffing to get more hours towards the teen program. Patti DiTullio has met with the Mayor and Mike Basque to defend the budget. They were receptive to the proposed budget.
- IV. Communications: None at this time.
- V. Director's Report: Review Director's Report reviewed and discussed
 - a. Reference Librarian Pam Schwotzer has returned to work after a medical leave. A new volunteer is working on the barcode duplication project.
 - b. State aid money was used to redesign and purchase office equipment/furniture for the circulation office. The stack wing's new paint has been well received. The fountain is open for the season.
 - c. *On the Same Page* is up and running with lots of interest and participation.
 - d. New website is up and running, including new software products Brainfuse and Learning Express.
 - e. The staff continues to attend professional development and town and MVLC meetings.
 - f. YTD comparisons on library usage FY2011 vs. FY2012 (July through March) show modest to large increases in all areas except a large negative change for teen programs offered though those programs have only 5% less attendance, so although less programs are being offered (-35%) the amount of teens serviced is only 5% less. Hopefully the extra staffing for the teen program will be funded for FY2013 to address this issue.
- VI. Committee Reports:
 - a. Director Review Committee met on 3/14/2012 and agreed to use the evaluation tool to run its annual review. The review meeting is tentatively scheduled for August 8, 2012 at 6pm. The committee will meet again following this meeting 4/11/2012 to formulate a mission statement for approval at the May LBT meeting.
- VII. Unfinished Business: None at this time.
- VIII. New Business:

- a. There was a discussion and a motion was made by Buckley to close the library at 3pm on 5/11/2012 for the Prom Night Promenade. Merrill seconded the motion and it was approved unanimously.
- b. The town website has a blank page for the LBT. We discussed listing members on the web page, getting our meetings on the town calendar, acquiring a city email address for the board to be forwarded to the secretary with any communications received to be discussed at LBT meetings as Communications, and providing a link to the LBT page on the APL's website.

IX. Other: None at this time.

X. Adjourn: There being no further business, Browne moved and Sherwood seconded a motion to adjourn. The motion was approved unanimously at 7:37pm.