

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, November 14, 2012

Members Present: Gail Browne, Mary Dunford, David Pressley, Peter Sheridan, Jane Ward

- I. Call to Order: 7:00pm
- II. Secretary's Minutes
 - a. Last month's minutes (10/2012) were accepted unanimously on a motion to accept by Dunford, Ward second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. Budget Report was reviewed and discussed, and it was noted that the first state aid payment is expected in December and will be used for unbudgeted projects. The library received the payment due to achieving state certification with a financial award of approximately \$15000, which will be distributed to the library in two payments one in December, and one in April.
- IV. Communications:
 - a. Official State Certification was received.
- V. Director's Report: Review Director's Report reviewed and discussed
 - a. Staffing updates are as follows, the library's student page, Dorothy Purdy, has been trained in circulation and will continue her page job, but will now be eligible to be part of the substitute pool. The library director will meet with the mayor this month to discuss future staffing. Annual staff evaluations and goal setting meetings will take place the two weeks following Thanksgiving.
 - b. The fountain is now closed for the winter. Ongoing building reconfiguration projects include creating a quiet study area on the mezzanine level of the stack wing. Ongoing building maintenance is scheduled with projects for early January including carpeting and shelving on the first floor, then renovation of local history "vault". The vault project will go out to bid as it is a high cost project and will be paid for primarily with funds from the charitable trust, and some state aid.
 - c. Attendance to programs continues to increase. Some very successful new programs include Legos with a waiting list, two College Prep courses, and a new military history group called "Call of Duty" for middle school aged children.
 - d. The Friends of the Library coordinated a fall cleanup and will potentially have a spring one as well. The Friends met on November 5th and approved funding requests for furnishing for the new quiet study area, lunch for staff development day, and additional funds for the "Call of Duty" program.
 - e. Looking forward, the Library will schedule its second "On The Same Page" program in spring of the new year. The book chosen is In The Heart of the Sea by Nathaniel Philbrick.
- VI. Committee Reports:
 - a. Building Preservation and Maintenance Committee has scheduled a meeting between the Library Director, the Mayor, and with Robert Desmarais (Director of the DPW)

concerning the list of projects that the committee put together and see what is feasible for the DPW to do and what will be incorporated into the Library's long range plan.

VII. Unfinished Business:

- a. Board Vacancy went unfilled at the November Joint Meeting with the Municipal Council. There is another Joint Council Meeting scheduled for December 11 for the Library Board of Trustees and the Municipal Councilors to fill the vacancy. Dunford made a motion that if we get any new applicants we will send correspondence to the President of the Municipal Council for consideration. Ward second, unanimous vote.
- b. Election of new Vice-Chair took place. Dunford was nominated and was voted in unanimously.
- c. Computer Access for patrons discussion was carried over from the previous month's meeting. In the long range plan for 2014, the library will have an automated sign-in for the computers. The computer access issue is not having enough workstations but more of a space limitation than a problem with the number of computers.
- d. Annual Review of library policies took place. One note of revision is that the references to Amesbury as a town need to be updated to the City of Amesbury. Browne made a motion to accept the Library Policies with revisions, Ward second, and it was passed unanimously.

VIII. New Business:

- a. The library's action plan is scheduled to be submitted to the Library Board of Commissioners on December 12.
- b. The library needs to be closed during the carpeting and shelving projects in early January. Dunford made a motion to close the library from 12/31 – 01/02 for New Year's holiday and an extra day for staff development, carpeting and shelving work to complete. Ward second, and the vote was unanimous.

IX. Other: None.

X. Adjourn: There being no further business, Dunford moved and Ward seconded a motion to adjourn. The motion was approved unanimously at 8:10pm.