

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, September 14, 2011

Members Present: Ward, Sherwood, Dunford, Kimball, Sheridan, and Pressley

- I. Call to Order: 7:00 p.m.
- II. Secretary's Minutes (9/11) accepted unanimously on a motion by Kimball, Dunford second.
- III. Budget Report: Expenditures are on track. Trend total is slightly above target for percent of year; some expenses are front-loaded in the fiscal year.
- IV. Communications:
 - a. MA Library Trustees conference at Worcester Tech, Saturday November 5, 2011.
- V. Director's Report: Two new student pages hired. Focus this month on small repairs around the library, using some State Aid that was freed for this purpose. Volunteer clean-up day of the grounds is now being planned for Spring 2012, with assistance and funding from the Friends. New online book club starting this month. Downloadable books are now available in Kindle-format. The Consortium has purchased greater volume of digital books to meet anticipated demand. Library now sending out monthly newsletter via email/Constant Contact service.
- VI. Committee Reports
 - a. None at this time
- VII. Unfinished Business
 - a. Whittier Bust: The Whittier House Board will accept the JGW bust on long-term loan from the Library, with an agreement expected to be finalized in November. There will be some publicity regarding this.
 - b. Update from Town Clerk's Office re: Board Vacancy—The Municipal Council declared the seat recently vacated by David Oxtan vacant. Nominations will be accepted through Thursday, November 10, 2011.
 - c. Policy Review Committee Report: the Board took up the tabled report from the Policy Review Committee. The report is comprised of revised policies and procedures for the Library. The only proposed revision was to add a reference to the Library's privacy policy to the statement of patron rights and responsibilities. The report was accepted as amended on a unanimous vote, motion by Sherwood, Kimball second.
- VIII. New Business
 - a. Long Range Plan Update: The Director presented a draft of the FY13 Action Plan, to be presented to the MA Library Board by December 1. Progress on the current FY12 Action Plan is good, with all actions expected to be complete by the end of the fiscal year. The Library should be starting the FY13 Action Plan next July 1 with some items already complete.

IX. Other

- a. Staff Recognition/Holiday—plans will be discussed at the November meeting for recognizing the staff and their efforts, similar to 2010.
- b. New Site/Logo—a revised website for the Library will be coming soon, with a new logo/look for the Library.

There being no further business, Dunford moved and Sheridan seconded a motion to adjourn. The motion was approved unanimously at 7:46 p.m.