

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, September 14, 2011

Members Present: Ward, Sherwood, Dunford, Kimball, Sheridan, Buckley and Merrill

- I. Call to Order: 7:00 p.m.
- II. Secretary's Minutes (7/20/11) accepted unanimously on a motion by Kimball, Sheridan second.
- III. Budget Report: Equipment maintenance and telephone trending above average. Equipment due to service contract costs front-loaded in fiscal year; telephone, due to installation of 3rd phone line. 'Literacy' line recorded in error. Expenditures to date should read 'zero'.
- IV. Communications:
 - a. Oxton letter: the Board received notice of resignation from Trustee David Oxton. The resignation was accepted on a motion from Dunford, Kimball second. The vacancy will be reported to the Town Clerk for consideration by the Municipal Council.
 - b. Legislative Breakfast notice: 10/21 legislative meeting at the Reading Library, 8:00 to 10:00 a.m.
- V. Director's Report: Assistant Director Matlin returned from maternity leave on September 6th. The Cleanup Day schedule for 10/1 has been cancelled for the time being. Annual statistical report was filed to the Board of Library Commissioners; annual financial report is in production. Teen reading and Genealogy programs were a recent success. Planning is underway for a community-wide reading program. August brought the highest monthly circulation amount ever, 16,791 items. The redesign and expansion of the Friends Bookshop begins later this month.
- VI. Committee Reports
 - a. Policy Review Committee: Revised policies were presented by the Policy Review Committee. Action was not taken at this time, tabled for discussion at upcoming meetings.
- VII. Unfinished Business
 - a. None
- VIII. New Business
 - a. None

There being no further business, Kimball moved and Buckley seconded a motion to adjourn. The motion was approved unanimously at 7:54 p.m.