

Amesbury Public Library Board of Trustees

*Newburyport Five Cents Savings Bank
Wednesday, Jan 14, 2015*

Members Present: Mary Dunford-Chair (MD), Stephen Dunford (SD), Laura Buckley (LB), Gail Browne (GB), James Sullivan (JS), Roger Deschenes (RD), and Rebecca Jordan

Absent: Gretchen Marinopoulos (GM)

The Board was notified that Roger Estella (RE) had passed.

APL Director: Erin Matlin

- I. Call to Order (by Mary Dunford): 7:01pm
- II. Election of Officers
 - The Chair read the Roberts Rules of Order for election of officers.
 - Chair – Mary Dunford was the sole nomination and accepted
 - Vice-Chair – Gail Browne was the sole nomination and accepted
 - Secretary – Stephen Dunford was the sole nomination and accepted
- III. Committees
 - Long Range Planning - (LB, RD, MD (Chair), and RJ)
 - Finance (RD, RJ, GM (voted as Chair but is absent) and JS)
 - Director Review – (RD, GM, SD and JS (Chair))
 - Preservation – (GB (Chair), LB, and SD)
- IV. Secretary Minutes (SD)
 - Motion to accept in December Meeting Minutes by GB and seconded by RJ. Unanimous vote.
- V. Budget Report
 - Consortium has been paid for the year
 - 500 DVD cases are being purchased
 - A member of the Finance Committee needs to go with the Library Director to the Accounting Office to sort out the Trusts funds (from December). Need to talk to Donna Cononi about the Trust funds
- VI. Communications
 - Checked E-mail and nothing new
 - Card was passed around for Roger Estella
 - Need to write a Trustee Report
- VII. Director's Report
 - Attached
 - The IT/Reference Librarian position has been filled.
- VIII. Committee Reports
 - No Committee meetings
 - Committees have been reorganized

- IX. Unfinished Business
- Snow Closing Policies were reviewed. Moved to accept by LB and seconded by JS. The vote was unanimous.
 - People Counters
 - Trouble in getting it installed. The official month start will be in February. Front door is a problem. A discussion was held on how things work.
 - Book Drop– On hold till spring. The DPW said they would be supportive
 - Vault Update- The vault will be emptied February 4 and 5 by Library. The 6 through 8 Feb, the vault and area will be cleaned. The 9th will be the start of the shelving. No exact date for when the material will be returned to the vault. The temperature tracking will be done after things settles down.
- X. Board Vacancy
- Probably no person in the last election would be able to be appointed
 - A letter will be sent to the City Clerk and then the seat will be declared vacant by the City Council at their February meeting. Interested persons would submit their application and then at their March meeting a joint meeting with the City Councilors will be held
- XI. New Business
- Staff Appreciation – Have missed it for the holidays. We will try for Valentine’s Day
 - Dec 26 2015 falls on a Saturday. Erin would like to go over that day. The library would also have normal hours on Wednesday, Dec 23. Library would be closed 24, 25, 26, and 27 (Sunday)
 - Jane Ward will be leaving for Switzerland in the summer and will leave the Friends. Carol Feingold is not going to be on the Friends board.
- XII. Other
- Patty D will be moving to the Ipswich Library
 - Boxford Library will be closing and will be dropped from the Consortium.
- XIII. Adjourn 8:07- RJ moved for adjournment. JS seconded. Unanimous yes.