

Amesbury Public Library Board of Trustees

Amesbury Public Library
Wednesday, December 13, 2017

Members Present: Gail Browne – Chair (GB), James Sullivan (JS), Mary Dunford (MD), Laurie Cameron (LC), Brenda Rich (BR), Bethany Sullivan (BS), Stephen Dunford (SD), Martha Jamison (MJ)

Members Absent: Roger Deschenes (RD)

APL Director: Erin Matlin

I. Call to Order (by Gail Browne): 7:02pm

II. Secretary's Minutes (November 2017)

SD made a motion to accept the minutes as recorded. BS seconded the motion. Motion passed with MJ abstaining due to absence.

III. Budget Report (November 2017)

Museum pass payments have gone over budget by \$25. Friends of APL will pick up the rest of renewals for the year (~\$3500). State Aid payment of about \$10,000 has been received. Erin purchased new staff room table and chairs and is set to purchase new desk for Kim's office, new shelves for outside director's office, all from State Aid.

IV. Communications (November 2017)

No emails received. State Aid confirmation letter received.

GB met with Sandra Morrissey of the 350th Committee, offered to be a go-between. SD should reach out to the committee. APL requesting \$1000 toward Amesbury Eats event, \$200 toward children's scavenger hunt. 350th having kickoff January 9, 6:30-10:30, \$35 per ticket at Starlite Lounge. APL will help the 350th fundraise by having available their fundraiser cookbooks for sale.

V. Director's Report

Erin has reached out to Mountain Top landscapers to meet with Library Improvement Task Force.

Besides the parking lot, DPW did no snow removal after Saturday snowstorm. The areas of concern are staff entrance, back ramp, book drop, crosswalk to library around the fountain, front steps and emergency exits. Opening on Monday was delayed due to staff having to shovel. Erin sent a complaint to City Hall on the Tuesday after the storm. GB will call the Mayor's office to follow up. LC brought up the fact that the city has apparently hired a contractor for additional snow removal downtown for businesses.

Building grant not listed in the latest LSTA grant round. Erin will reach out to MBLC to see if there is any updated information about when grants will be offered.

Christine Letterman from Equitous Technology is continuing to work with the server and library computers. MJ raised the possibility of looking into leasing computers. Would the ILS run in the cloud?

Cookie Walk is Thursday, December 14.

The Friends met this month, their two vacancies will be promoted.

VI. Committee Reports

None met last month. Finance Committee will need to meet in January.

VII. Unfinished Business

- A. Landscape Project Update: as discussed.
- B. Public Library Association, American Library Association conferences: Erin will get more information from Claire, tabled for now.

VIII. New Business

None

IX. Other

- A. 350th: as mentioned above.
- B. Employee Acknowledgment of APL Policies and Procedures: Erin has created a new document (attached) for employee files. To be distributed to all staff Thursday. Trustees will review all existing policies and update as necessary with the intent to receive one policy per LBT meeting.
- C. Staff gift: suggested \$20 per Trustee.
- D. Jana Whiting of Whittier Meadows Dr. sent a thank you card with \$100 enclosed for staff, from the Amesbury Ladies Book Club.
- E. From the sunshine fund: gifts for outgoing Trustees.

X. Adjourn 8:00 – BR made a motion to adjourn, BS seconded. Motion passed unanimously. Next meeting January 10, 7pm.