

Amesbury Public Library Board of Trustees

Amesbury Public Library
Wednesday, September 13, 2017

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

Members Absent: Roger Deschenes (RD), Mary Dunford (MD)

APL Director: Erin Matlin

I. Call to Order (by Gail Browne): 7:05pm

II. Secretary's Minutes (July 2017)

Stephen Dunford made a motion to accept the minutes as recorded. Brenda Rich seconded the motion. Motion passed unanimously.

III. Budget Report (July-August 2017)

Museum passes being paid using the advertising line item. (No option for museum passes in the city budget software.)

IV. Communications (July-August 2017)

Gail requested that the city website update link to current Trustees.

Correspondence with potential new board member.

Erin got a thank you note from Block Party committee.

V. Director's Report

Still unable to fill IT/reference position.

New AC units have been installed.

Teen summer reading program was a big success.

VI. Committee Reports

A. Director Evaluation (attached)

B. Long Range Planning: To meet in January or February, two times in 2018.
New plan not due for a year or more.

VII. Unfinished Business

A. Update on IT/Reference Vacancy (Options): Erin reported that other libraries have had difficulty filling equivalent positions. Proposes making a request to change the job description to a F/T reference position, then use the funds for

- 18-hour vacancy to outsource IT. MVLC is now contracting with Equitus for IT issues. MVLC has agreed to split the cost of hiring Equitus (\$139/hour).
- B. Lost Item Funds: Erin asked for breakdown (attached).
 - C. Blinds Project update: Blinds have been installed and look great. Have not yet received a bill from Port Paint and Paper.
 - D. Landscaping update: (attached) Board recommends that Erin revisit with Mountain Top to get a quote comparable to Grounds Works Studio.
 - E. 350th update: Erin, Gail and Meghan Petersen met with the Mayor to explain Library plans for the commemoration. Due to demand for Meghan archiving services, they asked again to increase her hours from 11 to 18/week. Mayor Gray agreed, and Meghan started working 18 hours this week. Still hoping to place a Trustee on the board of directors for the 350th Committee.

VIII. New Business

- A. Rugs: Erin would like to get the rugs in the Teen Room and on the stairs to the Children's Room professionally cleaned. Got a quote from Stanley Steamer: \$621. Laurie Cameron suggested getting a second opinion from AM-PM.

Laurie Cameron made a motion to create a temporary Building Improvement Task Force, through year end 2017, to assist the Director with upcoming projects, acquire quotes, interact with DPW about their duties for the library. Stephen Dunford seconded. Motion passed unanimously. Task Force volunteers: LC, SD, Bethany Sullivan.

IX. Other

- A. Holiday Hours for the staff: enough volunteers were identified for coverage, no action necessary.
- B. Server: Went down again. Was resolved, but Director stresses the need for IT help.
- C. Friends of the APL will be at Flatbread for fundraiser, Sept. 19.

X. Adjourn 8:30 – Stephen Dunford made a motion to adjourn, Bethany Sullivan seconded. Motion passed unanimously. Next meeting October 11, 7pm.