

Amesbury Public Library Board of Trustees

Amesbury Public Library
Wednesday, July 19, 2017

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

Members Absent: Roger Deschenes (RD), Martha Jamison (MJ)
APL Director: Erin Matlin

I. Call to Order (by Gail Browne): 7:00pm

II. Secretary's Minutes (June 2017)

Mary Dunford made a motion to accept the minutes as recorded from Wednesday, June 14. Brenda Rich seconded the motion. Motion passed with two abstentions due to absence: Stephen Dunford, Gail Browne.

III. Budget Report (June 2017)

Library has spent about 95 percent of the FY17 budget. Periodicals cost is over 100 percent due to new Boston Herald subscription, other increases.

IV. Communications (June 2017)

Chair sent email to previous Trustee candidate about the upcoming election, received no reply.

V. Director's Report

New air conditioners have been installed on the first floor. Data loggers indicate high humidity in meeting room. Two more units need to be installed upstairs.

Summer reading program has been very successful.

Pinterest following is down because of glitches with new interface.

Library has new chairs by newspaper racks, new coffee table. Positive feedback from visitors.

Unfilled tech position: Still posted on city website. To be revisited in September meeting? Director may want to reconsider how to staff the position: Tewksbury posted a similar position without MLS requirement. Chair asks: would union need to approve dividing the position into two part-time posts – one for IT and one for reference? Director will research.

Re: shared files: would the library want to consider using Google Docs? This way the library would not need to maintain a server onsite.

VI. Committee Reports

Gail Browne and Laurie Cameron met at 5:30pm on June 21 at the library for informal discussion about the preservation subcommittee. (Minutes attached.) Next year is Amesbury's 350th birthday. There was some discussion with archivist Meghan Petersen about the library's contributions to the celebration. APL Trustees should plan to participate.

Also discussed: archivist hours. City Hall and the Fire Dep't have been asking for her services. Gail and Erin hope to meet with the Mayor in August to make a new request to increase Meghan's weekly hours, from 11 to 17.

Director evaluation to be scheduled for the director review committee.

Long Range Planning Committee meeting took place at 6:30 today. See minutes (attached).

VII. Unfinished Business

Update on Job Vacancies: as noted above.

Lost Item Funds: Erin, Gail met with Evan Kenney of the Mayor's office, who indicated support for the proposal to revert funds to the library. Erin will need to get back to Evan with historical data about lost items, and then he will move forward with the process.

VIII. New Business

A. Replacement Window Blinds project: Director has received three estimates: Port Paint and Paper, \$3394; Budget Blinds, \$3571. Bayside Blind and Shade, cheaper estimate, no warranty info. Board discussed the options.

Mary Dunford made a motion to purchase replacement blinds from Port Paint and Paper, approx. \$3394, with funds from State Aid. Laurie Cameron seconded the motion. Motion passed unanimously.

B. Landscaping project: Replace shrubbery, small trees in front of the library with sloping lawn, which could be used for children's storytime events, potential patio space. Director has solicited estimates from Mountain Top, GCS, Your Local Landscaper. Planning to meet with Mayor to present idea. Should the Tree Commission be consulted? To be financed with State Aid.

IX. Other

November Elections: Trustees are encouraged to promote open positions to prospective candidates.

Cultural council steering committee, Amesbury 350 subcommittee. In the next LBT meeting we will discuss if one of the trustees could volunteer to be on the Amesbury 350 subcommittee.

X. Adjourn 8:14 – Stephen Dunford made a motion to adjourn, Bethany Sullivan seconded. Motion passed unanimously. Next meeting September 13, 7pm.