

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, January 10, 2018

Members present: Gail Browne - Chair (GB), Brenda Rich (BR), Laurie Cameron (LC), Bethany Sullivan (BS), Mary Dunford (MD), Stephen Dunford (SD), Nicole Harry (NH), Kate Currie (KC), Anne Campbell (AC)

Members Not in Attendance: none

APL Director: Erin Matlin

APL Assistant Director: Kim Butler

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

Elections: Nominations for new officers. Chair - LC nominated BS, the nomination was seconded by BR. Vote was unanimous.

Vice Chair - BS nominated GB, the nomination was seconded by MD. Vote was unanimous.

Secretary - BS nominated LC, the nomination was seconded by SD. Vote was unanimous.

Committees: Finance - Meets in January. Mary-Chair, Bethany, Kate.

Director Review - Meets in August. Stephen-Chair, Brenda, Nicole

Preservation - Gail-Chair, Mary, Laurie, Nicole

Long Range - Brenda-Chair, Stephen, Anne

Library Improvement Task Force 2018 – Bethany-Chair, Stephen, Laurie

II. Secretary's Minutes (December 2017)

MD made a motion to accept the minutes as recorded. GB seconded the motion. Motion passed with KC, AC, and NH abstaining due to not being present at last meeting.

III. Budget Report

Erin reported that the Office Supply is close to it's budget for the year. This is a normal occurrence and will most likely go over.

The second payment of state aid is coming up in the April/May timeframe.

Currently waiting on proposals for the servers.

IV. Communications

None.

V. Director's Report

There is an open Page position that will be posted soon. Katelyn Levinson's last day was in December.

Erin purchased a shovel, salt/ice melt from Amesbury Industrial. Rob from the DPW has been responsive and told Erin to call or text him with any issues.

The air conditioner covers have arrived and the DPW will install.

Computer update - there was a trust certification issue on the computers and the staff could not log in. Tom from MVLC came out and fixed the trust certification issue along with another computer issue as well. Christine Letterman from Equitous Technology has been communicating back and forth with Erin to come up with a new technology plan. Kim put together a grid of computer locations which will assist with planning for software or cloud decisions. SD mentioned licensing for the software, Kim responded that they are short a couple of licenses but will fix that while implementing a new technology plan.

The Library was closed Thursday, January 4 due to storm. Reopened Friday on schedule.

VI. Committee Reports
None.

VII. Unfinished Business

A. Landscape Project Update: Library Improvement Task Force to meet in March. Erin will coordinate with Mountaintop. Reviewed project for new Board members.

B. PLQA/ALA Conferences: Erin's goal is to send 1 person to one of the conferences and pay for it. Clare Dombrowski was nominated for ALS to Children to be on the Notable Children's Recording Committee 2018 - 2020. She will be required to go to ALA. Erin reviewing travel/hotel/conference fee. In light of Clare being chosen, Erin said she will review her plan to send a person to one of the conferences and wait on sending someone to PLA for now. SD suggested to put a line item in budget for Professional Development. SD also said to let the Mayor know about conference, new line item. SD asked about the current line item Library Travel and how that is used. Erin stated all other local meetings are covered, the meetings take place at other libraries. It was suggested to remove Library Travel from budget, go over in line item and it will be covered in bottom line. Vote in February on the new tracking of travel.

VIII. New Business

Policy Review: Beginning a year long policy review of all current policies on file for the APL. Each meeting will have a new policy to review. The Board will approve the previous month's policy, review and work on next policy. Updated policies will reflect a revised date.

Storm Policy Review: It was suggested that the succession of decision making for closure of the APL in the first paragraph, be reworded to "In the event of a weather emergency or other unforeseen circumstance, it may be necessary to close the Library for the safety of patrons and staff. If such an event occurs, the Library Director or the Assistance Library Director in consultation with the mayor and Chair or other officer if the Chair is not available." Also, the word clear in the second to last paragraph be updated to "cleared".

IX. Other

Amesbury 350th update - Gail: 350th committee looking to brand some of the events, Gail will keep us updated. Monopoly is on order. SD to be replaced by KC as liaison to 350th committee for the Library Board.

Friends of the Library - Erin: the year of baskets has begun. Tickets are on sale for 1 for \$2 or 3 for \$5.

Kim Butler presented her role as Assistant Director, highlights from 2017 and goals for 2018.

X. Adjourn 8:36pm - SD made motion to adjourn. LC seconded.
Vote unanimous.