

Amesbury Public Library Board of Trustees

Amesbury Public Library

Thursday, July 12 2018

5:00 PM

Members present: Vice Chair Gail Browne (GB), Laurie Cameron (LC), Mary Dunford (MD), Stephen Dunford (SD), Anne Campbell (AC), Nicole Harry (NH),

APL Archivist: Meghan Peterson

Members Not in Attendance: Bethany Sullivan, Kate Currie, Brenda Rich

APL Director: Erin Matlin

I. Call to Order (by Gail Browne at 5:01pm):

II. Secretary's Minutes (June 8, 2018 and June 13, 2018) - SD motion to accept June 8th meetings, AC seconded. Accepted, unanimous. Abstain NH and MD. SD motion to accept June 13 meeting minutes, NH seconded. Accepted, unanimous.

III. Budget Report: Erin spoke with city CFO and found out that budget did not go over, came in \$6000 lower than bottom line, extra came from salaries.

IV. Communications: Mary and Gail went to see Mayor on open hours Thursday June 14th about signing off on the contract for the server but he was unavailable. They spoke briefly with Evan and he assured them it was fine. Preservation meeting notes emailed to board today. MD emailed information on State Aid and ADA compliancy to whole board for follow up from discussion.

V. Director's Report:

- The ARIS report will be submitted by August 18th.
- Tom from MVLC replaced router
- Clare went to ALA Annual - Erin to reimburse her from State Aid

VI. Committee Reports:

Director Review: SD received feedback from BR. And would like to schedule a meeting in August. Would like self review from Erin by August 1st. The committee will send their feedback to SD, the committee will meet on August 1st and review will be on August 8th.

Preservation Committee: Reviewed minutes from meeting with full board. SD mentioned there may be information on restoration of the front doors in the vault. Meghan will take a look.

VII. Unfinished Business - Server Replacement Update - Erin to reach out to Jim to see if it is ok to move forward with replacing the server. John and Evan expressed putting library on city server, Gail and Bethany to follow-up and explain that the library needs to be on its own server.

VIII. New Business - policy review for materials selection policy: Erin met with staff and Kim has created a policy which she will review with Erin and get feedback with from Clare. Being reviewed and refined in house and Erin will present when ready.

Ceiling issue: Rob to send Erin number for bid. Erin distributed spreadsheet from Rob at meeting. Erin, Kim and Meghan reviewed spreadsheet and Erin made some notes on questions they have on process. She highlighted her questions on spreadsheet. Erin requested to have a meeting including her with Rob, Geoff, Meghan and full board to be able to make sense of the project and answer the questions we have. SD asked about the Amesbury Room cracks and expressed as well we need to define the scope and how to proceed. SD presented we should start a task force that focuses solely on the ceiling issue in main room. Erin to email Rob to thank him for information and request a meeting with Rob, the engineers, the task force and any other necessary departments. GB is going to create a task force for the ceiling issue. GB to send out an email to board to ask for volunteers for task force.

Purchased new AC for the mezzanine and DPW put it in. Also installed AED cabinet.

IX. Other - OCLC Sue Kaler, asked for renewal on interlibrary outside of Massachusetts. Requested pledge based on our usage. Erin approved \$137 as the pledge, to come out of materials.

X. Adjourn SD made motion to adjourn, NH seconded. Unanimous.