

Amesbury Public Library Board of Trustees

Amesbury Senior Center
Wednesday, October 10, 2018

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

Members Not in Attendance: None

APL Director: Erin Matlin

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

Presenter: Tracey Aldrich: Circulation Clerk: Overview of Tracey's responsibilities and duties on the Circulation Desk.

II. Secretary's Minutes (September 2018) - BR made a motion to accept the minutes from September, MD seconded. Unanimous with KC abstaining.

III. Budget Report:

- A. Computer purchases will be reflected on next meetings budget report.
- B. Discussion on how some of the line items are spent. Erin to get a list of what comes out of Library Repair & Maintenance.

IV. Communications: none

V. Director's Report:

- A. The 2 new computers have been installed. Erin has contacted John about installing CASSIE on both.
- B. Project SET: Kim accepted into program. Erin to define the acronym SET.

VI. Committee Reports: none

VII. Unfinished Business:

- A. Gail summarized her and Erin's meeting with Evan Kenney and John Dubuc on 9/20. Erin has called and emailed John for followup on maintenance of the computers, adding CASSIE etc. The two public computers have been installed by MVLC.
- B. GB suggested that Erin send John an email about making a backup of the server. Gail to assist Erin in writing email.
- C. Erin and Kim have put together a technology plan to prioritize computer updates and any future purchases.
- D. SD brought up the mention of disbanding the Server Taskforce. SD and Erin thanked everyone for their time and effort.

E. Rob Desmaris, Dennis Nadeau, Meghan Peterson, Erin met at Library. Rob explained the severity of the ceiling issue to Evan. Rob, Dennis and Meghan met at the Library on 9/24 to review ceiling. Dennis immediately mentioned that ceiling was definitely worse than 6 months ago when last reviewed. Rob took pictures of ceiling and said he would email Evan and let him know what needs to be done now. Dennis said he would cosign letter going to Erin. Evan told Erin on 10/3 he had not heard from Rob. Meghan gave estimates of how much and what items needed to be moved to storage during the project.

In Rob's original estimate, he redefined Demolition as Preparation, tarp the area to keep dust to a minimum.

Gail made motion to write a Library Trustee email to the Mayor, Rob, Dennis and Evan, cc Erin, to state that the trustees would like to move the project forward and make it a Capital Improvement. SD asked for amendment to include a timeline of what has already been done as far as the pictures being taken, and meetings taken place. MD seconded the motion with the amendment. Motion was unanimous.

F. Head of Technical Services position update: job description now requires an MLS which would allow the Library to use the employee on other desks as needed in addition to their other responsibilities. Erin sent new description to Michaela, the Union steward and asked to be CC'd when she sends to the Union. Erin has not heard back from Michaela. Erin also sent to Evan and he has asked Erin not to forward any further. Evan believes the job can be done at a grade 12 instead of the grade 14 step 1. MD suggested Erin find out if other libraries use the same union and find out if they have a grade 14 with a MLS position, reason being bring more facts to Evan to help him understand if this is a MLS position, it must be a grade 14. Erin has sent Evan an email asking for a time to discuss this but has not heard back.

G. Suzanne's party will be at Molise on November 18th at 4PM. Trustees will sign and card and pitch in for a small gift.

VIII. New Business:

A. Policy Review:

Page 1: Update "concern" to "need" in second paragraph

Page 9: Update 's to s' in school summer reading, 4th paragraph down

Page 9: Under Reconsideration of Library Materials update to Citizen request to match appendix D wording and reference appendix D.

GB made motion to approve the Materials Selection Policy. MD seconded. Unanimous.

B. Holidays and Documentation: Erin to clarify year to year closures. For example closing at 3pm on Prom. The Library employees have asked Erin for clarification: when we close for Prom at 3pm it is understood that no one needs to make up the hours that were missed. Prom, Thanksgiving Eve and New Years Eve, employees are not expected to make up the hours.

IX. Other:

A. Final statistics for FY18 coming soon. Door frame picture September 2018, lower level near vault. Looks to be some water damage around door on wood paneling.

B. MD had provided Erin with past information on the front doors being refinished and restored.

C. Meghan won the \$1000 award for the Penguin Random House Innovation.

X. Adjourn: SD made motion to adjourn at 8:39. NH seconded. Unanimous