

Amesbury Public Library Board of Trustees

Amesbury Senior Center  
Wednesday, March 13, 2019  
7:00 PM

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

Members Not in Attendance: Bethany Sullivan, Kate Currie

APL Director: Erin Matlin

I. Call to Order (by Gail Browne): 7:04

II. Secretary's Minutes (February 2019) - Mary made motion to accept minutes as presented. Anne seconded. Unanimous with Gail and Nicole abstaining.

III. Budget Report:

-Will probably go over in periodicals, office supplies.

-Money requested to be moved for the doors was moved to from the trust fund to the gift account.

-Erin reviewed salaries for the upcoming year and found that Kim's salary has been more than what was approved last year when she received her increase. Erin brought it to the city CFO's attention and has discussed with Kim. Jim found the error to be in his department. Erin, Jim and Kim are meeting tomorrow to create a plan for payback of the overage. Erin stated the budget line will be over due to Kim's salary and the Suzanne vacation buyout. The money for Suzanne's situation will be addressed at the end of the fiscal year by transferring funds from the city per Jim.

IV. Communications:

-Letter from ALA received regarding Clare Dombrowski completing her term on the 2019 Children's Notable Children's Recordings committee.

V. Director's Report:

-Kerry Ann Remillard, new Head of Technical Services has begun and is working out great.

-The railings near the staff entrance need to be replaced, 2 volunteers have fallen. Rob at DPW is aware of the situation.

VI. Committee Reports:

-Preservation Committee: Gail explained walk through library that she, Mary and Laurie did to assess the building's condition.

-The committee met again the following night and put together a bulleted list of library maintenance needs. Minutes attached.

-Finance committee: Minutes attached to packet.

## VII. Unfinished Business:

-Ceiling update: Linda from TLT Cleaning has completed cleaning the room. The staff has discussed a new reference desk, filing cabinet, 6 computer corals, new chairs for tables and corals, bookshelf for behind the reference desk and 2 new pocket ladders for newspapers. Erin is looking to ask Jim tomorrow if it is possible to use any leftover money from the ceiling project to pay for the furniture. Erin also asked the trustees to come up with an alternate plan, the approximate cost for the items is \$3,145.15 not including the chairs. For the delivery company to bring in the delivery of the new items, it would be an additional cost with estimate total of \$4,208.83 including the chairs. Mary made a motion to approve to spending up to \$4500 from state aid for furniture if the City doesn't allow Erin to use the money from the appropriated ceiling project. Brenda seconded. Unanimous.

-Front door project: Currently at a standstill due to insurance coverage issues with the City and the vendor. Freddie agreed to increase his insurance and has submitted a certificate to the City, Shaunna Ring at City Hall is out of the office this week.

-Lunch when short staffed policy: Stephen suggested a language change, Anne suggested a grammar update. Erin will have Bethany sign after updates have been made.

## VIII. New Business

-FY2020 budget: Erin handed out budget and highlighted items that were changed during the finance subcommittee meeting. The MAR for 2020 is \$843,206.00. Stephen made a motion to approve the number of \$849,250.38 to be FY2020 budget for the library, Nicole seconded. Unanimous.

-Monday, March 18th is the tentative date for the paintings to be brought back to the library. Erin is looking for a library open of 11:00AM to give them time to get the paintings up. Mary made a motion to have a delayed opening for the library on March 18 at 11AM to accommodate the return of the paintings, with normal staff hours. Brenda seconded. Unanimous.

-Program Safety and Staffing: Stephen made a suggestion that all programs will end one half hour prior to library scheduled close and all patrons will be out of the library by scheduled time, staff to close. Erin will bring to the staff for discussion. Friends programs will be an exception, if Friends are running it, they can stay later than closing time with staff leaving the building at close time.

## IX. Other

X. Adjourn: Stephen made a motion to adjourn at 8:34, Nicole seconded. Unanimous