

Amesbury Public Library Board of Trustees

Amesbury Senior Center
Wednesday, October 9, 2019
7:00 PM

Members present: Bethany Sullivan - Chair (BS), 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: Kate Currie (KC)

APL Director: Erin Matlin

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

Stephen made a motion to have an open question period after Other, Nicole seconded. Unanimous.

Presentation by Aimie Westphal; Assistant Director: Aimie reviewed her career path to date. She presented about her duties, responsibilities and new projects she would like to initiate as the library's new Assistant Director.

II. Secretary's Minutes (September 2019) - Mary made a motion to accept the motion with the spelling correction of 'an' to 'and' in C under New Business. Brenda seconded. Unanimous.

III. Budget Report:

A. Erin contacted the city's new CFO about the travel line still not being corrected. The CFO said she will review and get updated as soon as possible.

B. Gail asked about the front door restoration project invoices and if they have been paid, the balance seems the same as last month in the account. Erin said she will review but she believes they have been paid out to the contractor. There may have been some fluctuation of incoming and outgoing money in the account to explain this and she will report back next month.

IV. Communications:

A. Erin found a few notes stuck inside the signs on the inside of the back door. It was regarding the October 8th special election for elementary school ballot question.

B. Maura Deedy, Library Advisory Specialist from the Massachusetts Board of Library Commissioners, sent an email to all Massachusetts Library Trustees about upcoming funding for a grant round for construction of new libraries throughout the state. Some discussion surrounding where we stand in general.

V. Director's Report:

A. Aimee and Michaela working on getting the open page position posted.

B. Aris has been submitted, should be receiving first payment in November.

C. The Children's room created a scarecrow to join in on the town scarecrow contest. Pete the Cat can be found out front of the library.

VI. Committee Reports:

- A. Preservation Committee: Minutes in packet.
- B. Director Review: In packet.

VII. Unfinished Business:

- A. Fax/Phone Upgrade: RICKTEL going to get back to Erin about a start date for the reworking of the wires.
- B. Estimate for Lowell Level Storage Room: Erin still waiting on estimate from the DWP, Geoff Cyr for the storage room buildout.
- C. Erin relayed to Evan on 10/3/19 about items that have not been done that Erin has repeatedly requested from DPW. Stephen suggested Erin start to CC the Trustee email account. It therefore will be public record.

VIII. New Business

- A. Holiday Closings: Gail made a motion to accept the holiday closing presented for 2020 with an addition to close on Friday, July 3, 2020. Stephen seconded. Some discussion about tabling until November to review. Vote took place 6 yay, 2 abstained.
- B. Staff Evaluations: Erin is hoping to complete staff evaluations throughout October/November. Erin hands out form, both the employee and Erin will complete and review together. Erin will forward all evaluations to Diane at City Hall. This is a union requirement.
- C. Building inspection Walk Thru: Completed by Building Inspector Edward J Mullen and Asst. Deputy Chief James Nolan on 9/4/19 and met with library staff on 9/30 to review findings. Gail shared the memo written by the new building inspector with the violations found. The memo is not in the packet but Erin will send to the trustees. Erin to request a meeting with the Mayor regarding the memo.

IX. Other

- A. Erin asked if we can move our next meeting from November 13th to November 6th. No one had any conflict. Meeting will be posted for November 6th.
- B. The First Amendment 'audits' were in Amesbury. Erin supplied the board with a couple of articles on how to handle the individual. She has spoken with other library directors to discuss procedure. Erin and Aimie will meet with staff to give them pointers on how to handle the situation if this happens in our library.
- C. Member of community attended the board meeting. She is an MLS student. The board opened the end of meeting for any questions she may have.

- X. Adjourn: Stephen made a motion to adjourn at 8:40, Nicole seconded. Unanimous.