

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, April 12, 2017

Members Present: Gail Browne – Chair (GB), James Sullivan (JS), Mary Dunford (MD), Laurie Cameron (LC), Brenda Rich (BR), Stephen Dunford (SD), Martha Jamison (MJ), Bethany Sullivan (BS)

Members Absent: Roger Deschenes (RD)

APL Director: Erin Matlin
Archivist: Meghan Petersen

- I. Call to Order (by Gail Browne): 7:09pm
- II. Secretary's Minutes (March 2017)

Bethany Sullivan made a motion to accept the minutes as recorded from Wednesday March 8. Brenda Rich seconded the motion. Motion passed, with Gail Browne abstaining due to absence.

Mary Dunford made a motion to accept the minutes as recorded from the special budget meeting on March 23. Stephen Dunford seconded. Motion passed, with Bethany Sullivan abstaining due to absence.
- III. Budget Report (March 2017)

New Boston Herald subscription will be paid from Periodicals line item.
New data loggers ordered, to be paid from state aid.
- IV. Communications (March 2017)

The city is considering the Trustees' request about allocation of fine money.

All trustees should now be on mailing list for MBLC.
- V. Mary Dunford made a motion to move up the vote on Long-Range Plan Extension from Unfinished Business. Stephen Dunford seconded, motion passed.

Meghan Petersen is exploring an alternative to ArchivesSpace with a local startup.
Long-Range Plan developed based on Meghan's current workload, not the proposed increase in her allotted hours.
Mary Dunford made a motion to approve the Plan with slight changes: to indicate the installation of data loggers; to replace the reference to ArchivesSpace with "collection management software"; and to remove the phrase "pending hire of tech reference position."
Motion seconded by Stephen Dunford. Motion passed by unanimous vote.

VI. Director's Report

Still have empty IT reference position. Two page positions are also open. Kim has posted, has received 8 applications. Deadline is Friday (April 14).

Director is planning to order new rugs for entrances and working on getting new AC units purchased/installed.

Margie Walker and Meghan Petersen are working on plans for the city's 350th anniversary. Tentative plan for the library: to explore old menus from past local restaurant.

Community-wide read for May is "The Muralist."

VII. Committee Reports

A. Finance. Minutes from special meeting 3/23 have been approved.

VII. Unfinished Business

A. Update on Job Vacancies: as noted above.

B. New ILS: on track for implementation, going live May 18. The system will be down three days prior, cataloging will be down one week prior. All MVLC libraries are undergoing transition at the same time.

1. New system will have option to pay fines by credit card, online only. Refer to consortium-wide MVLC policy (attached).

2. Trainings

C. Lost item funds: to remain as Unfinished Business.

D. Long-Range Plan Extension: see above.

E. FY18 Budget: GB, MD, EM defended the budget to the Mayor, with CFO in attendance. DPW might be in line for more funding, so the Trustees' maintenance request is unlikely to be funded. Meghan Petersen's hours and request for new line item for programming were discussed with the mayor.

F. For Prom on May 12, library will close at 3pm.

VIII. New Business

A. Overdrive: Because the library has outstanding money in State Aid, a contribution would help boost the MVLC collection. Stephen Dunford made a motion to table the discussion to next meeting to leave time for fact-finding: Erin to look at who uses the service, and circulation figures. Laurie Cameron seconded the motion. Motion passed unanimously.

B. Change in bathrooms: Staff expressed a desire to designate the two downstairs bathrooms at the library as unisex bathrooms. Brenda Rich made a motion to change the two downstairs bathrooms to be gender-neutral. Bethany Sullivan seconded the motion. Motion passed unanimously.

C. May 18 – closed for Staff Training Day

IX. Other

Ordering rugs, with logo. Cost for two: \$1551.62. To be paid with State Aid. Stephen Dunford made a motion to table the discussion until we have more information on warranties, etc. Bethany Sullivan seconded the motion. Motion passed.

Staff question about asking patrons to donate to Relay for Life. Board recommended against it.

Library staff suggested opening at 9:30am rather than 10am. Bethany Sullivan made a motion to change opening hours to 9:30am every day, effective July 1. Mary Dunford seconded. Motion passed unanimously.

- X. Adjourn 8:24 – Stephen Dunford made a motion to adjourn, Laurie Cameron seconded. Motion passed unanimously. Next meeting May 10, 7pm.