

# Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank  
Wednesday, May 10, 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

- I. Call to Order (by Gail Browne): 7:00pm
- II. Secretary's Minutes (April 2017)  
Stephen Dunford made a motion to accept the minutes as recorded from Wednesday March 8. Laurie Cameron seconded the motion. Motion passed unanimously.
- III. Budget Report (April 2017)  
Last order is in for fiscal year.
- IV. Communications (April 2017)  
Second half of State Aid has come in: \$10,559.63.
- V. Director's Report  
Library has received one new resume for IT/reference position, which has been reposted.  
  
Two page positions have been filled, to start week of 5/22.  
  
Water heater was broken, April 21. Should be covered in Municipal Buildings Maintenance line.  
  
Fountain has been opened, ready for prom.  
  
New AC units: Shaunna at City Hall is pricing units.  
  
Series of Pop-up libraries planned at community events.  
  
Last Friday, the computer server for the sharing files went down. The city IT manager fixed the problem. A backup drive was purchased and will be used to backup the files on the server. It was discussed that once the IT position is filled or with city IT support, we can move forward in the future with either buying/installing another server or moving to a cloud based platform such as Google Drive.

A purse was stolen from the library. Since this happened the director has added locks to the Director's office, Circ office, and the electrical closet.

Erin spoke with Gail about new book purchases. To be paid from annual budget.

- VI. Committee Reports
  - None meeting at present. Director Review committee upcoming.
- VII. Unfinished Business
  - A. Update on Job Vacancies: as noted above.
  - B. New ILS (Integrated Library System): going live May 18.
  - C. Lost Item Funds: still waiting for feedback from Mayor's office.
  - D. FY18 Budget: GB, EM, MD met with the Mayor today at 3pm, with CFO in attendance. APL met the MAR for this year. Budget will not include requested additional hours for archivist position. Buildings-Maintenance line item rounded up to \$20K. Budget will include half the amount requested for museum passes: \$3500. \$566 for Consortium fee. Mayor's budget now in hands of the municipal council.
  - E. Rug/Warranty Update: Quote expired, Erin got new quote from Barco Products: \$1551.62. Rugs for foyer by the ramp and the front door, with logo. They come with a one-year warranty. To be paid for out of State Aid. Brenda Rich made a motion to approve the purchase. Mary Dunford seconded the motion. Stephen Dunford: in future, APL should get more than one quote on any purchase over \$1000. Motion passed, with Martha Jamison abstaining.
- VIII. New Business
  - A. Overdrive money: APL has been informed by the MVLC director that 3-4 other libraries have given additional funding. Circ figures: Total checkouts 264,738. Turnaways: 110K holds. As of May 5, Amesbury patrons were on wait list for 300+ titles. Director requesting \$5000 donation. Stephen Dunford made a motion to donate \$5000 from State Aid. Bethany Sullivan seconded the motion. Motion passed, with Mary Dunford abstaining.
- IX. Other
  - A. Stephen Dunford suggested for next meeting, a tutorial on pulling papers for reelection.
  - B. Library staff will be wearing purple on Thursdays to support Relay for Life. Not collecting money. Event is June 24-25.
  - C. Thursday, May 11, 6pm: Friends of Library annual May Membership Social.
  - D. Laurie Cameron provided an update on the poetry contest. May 19.
- X. Adjourn 8:05 – Stephen Dunford made a motion to adjourn, Brenda Rich seconded. Motion passed unanimously. Next meeting June 14, 7pm.