

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank

Wednesday, December 11, 2013

Members Present: Gail Browne, Laura Buckley, Roger Deschenes, Mary Dunford, David Pressley, Peter Sheridan, Jonathan Sherwood

Others Present: Erin Matlin APL Interim Director, and newly elected LBT member for 2014 James Sullivan.

- I. Call to Order: 7:00pm
- II. Secretary's Minutes
 - a. November 13th minutes were accepted by a unanimous vote on a motion to accept by Deschenes, Sherwood second. November 18th minutes were accepted unanimously on a motion to accept by Dunford, Sherwood second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. Budget Report was reviewed and discussed . It was noted that a correction was needed for the Available for the Dept. Grand Total. Also the Gift Account Total should be verified.
- IV. Communications:
 - a. No new email communications were received
 - b. A Thank You note was received by mail from director candidate Jane Cain.
- V. Director's Report: Director's Report reviewed and discussed with Interim Director Erin Matlin.
 - a. Staffing update, the posting for the new Library director went up last week, Eric Gregoire will continue to take in the resumes until the mayoral transition. The Library Assistant job posting will be posted this week. Bibliotemps should be used by the interim director to fill in any staffing shortages, as the library is currently understaffed due to the three open positions.
 - b. Building Maintenance. The railing at the staff door was secured by the handyman Lee. The ramp needs to be repaired, there is an estimate from AMRamp for \$4924 to refurbish and replace panels. The City of Amesbury will cover repair costs, it will not come out of the Library Budget. The work will be scheduled and hopefully will be able to be completed in the morning before opening.
 - c. Programs and Services, The Children's and Teen's participated in making, collecting and mailing over 75 cards and treats to Kandahar Airfield in the end of November. The Children's department will hold a Stuffed Animal Sleepover from Dec. 13 – 14. The third annual Cookie Walk was held on Thursday, December 5th at 6:30pm for about an hour when the cookies ran low. The Friends of the APL raised over \$350.00 from this event to go towards funding programming at the Library.
- VI. Committee Reports:
 - a. Director Search Committee will meet on Thursdays, December 19th at 7:30pm
- VII. Unfinished Business:
 - a. Staff holiday gift was discussed and agreed that the current board would contribute \$20 each towards a dinner gift card for the staff.

- b. Update of Tech position, we are still awaiting the union to approve the job description for IT/Reference librarian and whether it will be a union or non-union job.

VIII. New Business:

- a. The LBT has organized a meet and greet with current and newly elected LBT members and Ken Gray on Wednesday, December 18th at 7pm at the Costello Senior/Transportation Center. An agenda for the meeting was discussed and will be posted.
- b. The Interim Director has remained in her current position longer than initially intended and it was discussed that she should be compensated above her assistant director salary. Deschenes made a motion to direct the LBT Chair to contact the Mayor in support of the interim director to be compensated at the director's salary until a new director is hired. Sherwood seconded the motion and it passed unanimously.

IX. Adjourn: There being no further business, Sherwood moved and Deschenes seconded a motion to adjourn. The motion was approved unanimously and the LBT meeting was adjourned at approximately 9:15pm.

Holiday Closings 2014

Approved Dates for 2014 (from 11/13/2013 LBT Meeting)

New Year's Day (Wed)

January 1, 2014 – all day

Martin Luther King Jr. Day (Mon)

January 20, 2014 – all day

President's Day (Mon)

February 17, 2014

Patriots Day (Mon)

April 21, 2014

Memorial Day (Mon)

May 26, 2014

Independence Day (Fri)

July 4, 2014

Labor Day (Mon)

September 1, 2014

Columbus Day (Mon)

October 13, 2014

Veteran's Day (Tues)

November 11, 2014

Thanksgiving Day (Thurs. & Fri)

November 27-28, 2014

Christmas Eve & Christmas Day

(Wed & Thurs)

December 24-25, 2014

New Year's Eve

(Wed)

December 31, 2014

Open with closing time of 5pm