

# Amesbury Public Library Board of Trustees

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*Newburyport Five Cents Savings Bank  
Wednesday, Nov 12, 2014*

*Members Present: Mary Dunford-Chair (MD), Stephen Dunford (SD), Laura Buckley (LB), Gail Browne (GB), James Sullivan (JS), Gretchen Marinopoulos (GM), Roger Deschenes (RD,) and Rebecca Jordan*

*Absent: Roger Estella (RE)*

*APL Director: Erin Matlin*

- I. Call to Order (by Mary Dunford): 7:01pm
- II. Secretary Minutes (SD)
  - Motion to accept October Meeting Minutes by LB and seconded by RD. Unanimous vote.
- III. Budget Report (October 2014)
  - Building Maintenance has gone up due to the ramp (\$11K) being added in that category. The ramp costs are \$15,541.94
  - FY Budget is included in the Budget Report
  - Ms. Matlin is working on the Gift Account breakdown and will e-mail separately.
  - Ms. Matlin will provide a material breakdown and will e-mail separately.
- IV. Communications (October 2014)
  - Checked E-mail and nothing new
- V. Director's Report (October 2014)
  - Attached
  - Resumes have been gathered for the IT/Reference Librarian position.
- VI. Committee Reports
  - Director Evaluation Business – Made a process that will be put in the binder. Moved to approve by LB and seconded by JS. Unanimous vote.
- VII. Unfinished Business
  - Staffing – Nov 29, Saturday after Thanksgiving, Library will be open till noon.
  - Cell Phones in building – EM has not brought up to staff.

VIII. New Business

- People Counters - Ms. Matlin suggest the use of Omnicounter Pro (\$389 each) at the front and back doors. Want to take the funds out of State Aid and install in December. In December, the personnel would still do the counting manually and with the Omnicounter Pro. Motioned by GB for two Omnicounter Pro and seconded by GM. Unanimous approved.
- Food for Fines: Instead of having fines for overdue books that would go into Amesbury general fund. It has been suggested that people bring food that would go to the "Our Neighbor's Table".
- Trustee Meeting Dates for CY 2015
  - January date changed to the 14<sup>th</sup>
  - November 10<sup>th</sup> (Tuesday) due to Veterans Day
- Snow Closing Policy- Will not open if the emergency exits are not clear and the library does not have a minimum staff. Ms Matlin will provide a policy for vote at the December meeting.
- Fines versus Replacement

IX. Other

- A new Book Drop will be addressed in December
- New Business cards will be purchased

X. Adjourn 8:12 GB moved for adjournment. RJ seconded. Unanimous yes.