

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank

Wednesday, November 13, 2013

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

Others Present: Erin Matlin APL Interim Director, Meghan Peterson APL Archivist, and newly elected LBT members for 2014 Roger Estella, Rebecca Jordan, Gretchen Marinopoulos, and James Sullivan.

- I. Call to Order: 7:00pm
- II. Welcome to new APL Board Trustees
 - a. Current Board Members introduced themselves to the 4 newly elected LBT members in attendance.
- III. Secretary's Minutes
 - a. October 2nd minutes were accepted by a unanimous vote on a motion to accept by Sheridan, Ward second. October 7th minutes were accepted unanimously on a motion to accept by Sherwood, Deschenes second. October 8th minutes were accepted unanimously on a motion to accept by Sherwood, Ward second. October 15th minutes were accepted unanimously on a motion to accept by Sherwood, Ward second. October 16th minutes were accepted unanimously on a motion to accept by Sherwood, Ward second.
- IV. Budget Report: Budget Report submitted and reviewed.
 - a. Budget Report was reviewed and discussed . It was noted that a correction was needed for the Appropriated number for Books & Other Materials which was off by a factor of 10.
- V. Communications:
 - a. Two new communications were received via email both from APL Director candidate Deborah Kelsey. A third relevant email was received to advertise Adult Ed classes for community members at the high school. This email was forwarded to Erin Matlin to be posted at the library.
 - b. No new communications were received via mail.
- VI. Director's Report: Director's Report reviewed and discussed with Interim Director Erin Matlin.
 - a. Staffing update, the part time Reference Librarian is planning to retire in 2014. The Teen Assistant open position will be changed to be an Assistant Librarian position to better fit the staffing needs and not limit the role of the new staff member. This will be posted internally first and then posted to the public at large. We hope to have this position filled before the new year.
 - b. Building Maintenance, the Boiler was inspected. The mold in the basement was treated and cleaned and ServiceMaster replaced the filter in the dehumidifier. It was determined that the mold / material found was not harmful to parents or staff.
 - c. Programs and Services, the APL was closed on October 14th for Columbus Day, and again on November 11 for Veteran's Day. The Children's department held a successful storytime in the Pumpkin Patch next door to the library and a photo of the event was in

the Newburyport Daily News. Programming continues to draw great numbers with Halloween Storytime, Genealogy Club, Stone Structures of New England, Manga Club, and Call of Duty. The 3rd annual Cookie Walk will take place Thursday, 12/5 which is a fundraiser put on by the Friends of the Library.

- d. Professional Development and library monthly staff meetings and professional development are ongoing.
- e. Output and Measures Highlights, measurements for the month of October are much higher for Reference and Patron Visits but about the same for Museum Pass Usage over October last year.
- f. Other News, MVLC is working on adding a mobile catalog or app to use with Evergreen.

VII. Committee Reports:

- a. Director Search Committee update was made by Eric Gregoire. An offer was extended to the one of the two finalists for the library director position, but she declined due to personal reasons. An offer was then extended to the second candidate but it was also declined. Then the board discussed the following options: whether to go back into our pool of candidates and do another round of final interviews, whether to open up the position for a two week window immediately and try to fill the position through the same process before the end of the year, and whether to wait and begin the hiring process in January. The LBT came to the consensus to wait until January to restart the hiring process for the open Library Director position.
- b. Historical Preservation Committee update was made by the APL Archivist, Meghan Peterson. She reported that we have about \$80K from a bequest for local history to work with to move forward on the Local History Collection Long-Range Preservation Plan and in particular the vault project. This project has been put on hold while we are awaiting the new director position to be filled. Background detailed that the project vault currently houses the APL historic collections. The vault needs to be updated in order to properly preserve the collection. There is an RFP for the HVAC required, it expires this month, but we are confident that the contractor will honor it in the future. The next step is to get a quote for appropriate shelving. The issues surrounding the project are: what will the access be to the collection while renovating the space, where will the collection go during the process, and the collection is only partially catalogued. The archivist is currently working only 5 hours/week. The project was discussed and the LBT came to the consensus that we should wait until there is a new director before moving forward with the project particularly because we are understaffed at the moment.

VIII. Unfinished Business:

- a. 2014 Holiday Closings list were discussed and edited. Sherwood made a motion to approve 2014 Holiday closings as amended. Ward seconded the motion and it was approved unanimously. The Holiday closings are attached to the end of the meeting minutes.
- b. Update from Buckley re: Tech position. This update was made by Eric Gregoire. The union has to approve the job description for IT/Reference librarian and whether it will

be a union or non-union job. We are hoping that it will be considered a managerial/non-union position. This is moving through the union's process, but it will most likely be done close to the year's end. The LBT discussed that this position therefore must remain unfilled until the union's decision so that the job description can be posted accurately and will most likely be filled by the new library director. The LBT discussed the fact that the library is understaffed at the moment and can not wait until there is a new director to coordinate all new staffing. The LBT recommends that the Library Assistant position be filled ASAP and that the interim director use Bibliotemps to get a temporary employee to fill in the 30 hour Reference/IT position for the interim.

IX. New Business:

- a. Review Discount Book Purchase Practice, at this time this is not in practice. The LBT recognizes that this is a perk for APL employees and hopes to reinstate it at a later date.
- b. APL Staff Holiday Gifts, the LBT discussed that the APL has been understaffed and that we want to do something for the staff to show our appreciation this year for all of their hard work. Many ideas were discussed and it was agreed that Buckley and Ward would take the lead on this issue.

X. Other: Erin Matlin brought up the issue that the long range plan needs to be submitted to the MBLC by December 1st. The issue was discussed and Buckley made a motion to approve and submit the Long Range FY2015 Action Plan to the MBLC by the December 1st deadline. The motion was seconded by Deschenes and it was approved unanimously.

XI. Adjourn: There being no further business, Deschenes moved and Ward seconded a motion to adjourn. The motion was approved unanimously and the LBT meeting was adjourned at 8:30pm.

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