

## **Amesbury Public Library Board of Trustees**

Newburyport Five Cent Savings Bank

Wednesday, September 11, 2013

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

I. Call to Order: 7:00pm

II. Secretary's Minutes

- a. July minutes (7/2013) were accepted 7 in favor and 1 abstention from Buckley on a motion to accept by Ward, Dunford second. August minutes (8/2013) were accepted 7 in favor and 1 abstention from Buckley on a motion to accept by Sherwood, Ward second.

III. Budget Report: Budget Report submitted and reviewed.

- a. Budget Report was reviewed and discussed for both July and August. The budget is on track for the new fiscal year which started in July.

IV. Communications:

- a. Four communications were received via email. The first was a suggestion by a local Library director on where to post the director's job, a followup thank you email will be sent. The second was a suggestion by a concerned citizen to add some listings to our website for seniors, a followup thank you email will be sent and the appropriate library staff member will be informed of the request. The third was a marketing email for the library which was not applicable. The fourth was a listing for the Amesbury Adult Education Program which will be forwarded to the appropriate library staff member.
- b. Four communications were received and discussed via mail. The first was from a local citizen/recruiter who offered to help with the Director Search Committee. The second was informational for LBT of a Conference opportunity for LBT members to attend a conference on 11/2/2013 at Worcester Technical High School. The third was an announcement that the MA Library System will be holding orientations across the state for library trustees. The fourth outlined MA Library Construction Program update for this year.

V. Director's Report: Review Director's Report reviewed and discussed with Interim Director Katherine Ritter.

- a. Staffing update, the new IT Librarian position for FY 2014 and the open Teen Assistant position will remain unfilled until after the permanent director position is filled. As long as these positions remain unfilled the circulation and reference services are stretched thin.
- b. Building Maintenance. Mildew/mold odor in director's office after rain, needs to be inspected. The collection preservation/HVAC project was discussed. The interim director offered her services for this project to pack the collection and store it until the climate controlled storage area is complete as she has experience in this area. There was a discussion of whether that is appropriate at this time given the staffing shortages and other operational needs. It was decided that there will be a meeting of the Historical

Preservation Committee with the interim director and the staff archivist to plan on a timeline and discuss whether to move forward with this project or hold off until a permanent director is hired.

- c. Programs and Services update the new CASSIE computer reservation system for the public computers is having glitches between CASSIE and the MVLC system as it has come online. IT and CASSIE are working with the staff to try to fix these issues. The Fall programming is now underway.
- d. Professional Development and library monthly staff meetings and professional development are ongoing.
- e. Output and Measures Highlights, the Children's summer reading program was a great success with 650 participants and over 6,000 hours of reading logged. There were increases in library visitation and circulation.
- f. The interim director, Ritter, discussed a visit from the Rosemary Waltos, Library Building Consultant, MBLC about upcoming grant cycles and library foundations. The LBT discussed and agreed that the city is not in a position to move forward with any new building projects at this time due to the city's financial constraints.
- g. Ritter brought up an operational issue that needed clarification, the staff ordering personal books through publishers through a library account or personal account. The LBT discussed and broadened the issue and questioned whether library policy changes were being implemented. It was agreed that library policy should not be changing at this time. It was also agreed that there would be follow up on the accounts used for staff book orders.

#### VI. Committee Reports:

- a. Director Search Committee met on 8/21 to create the job description for posting. They also met on 8/28 to finalize a long and short job description for posting to various sites. Seven resumes were received after posting the job description on 8/30. Another Director Search Committee meeting has been scheduled for 9/19 at 7pm to review library director applications and narrow down the pool for the interview phase.
- b. Historical Preservation Committee members were reviewed and there was a motion made by Dunford that the Historical Preservation Committee will include Buckley, Pressley, and Ward. Pressley seconded the motion and it passed unanimously.

#### VII. Unfinished Business:

- a. From the discussion in the director's report about the preservation/HVAC vault project, Ward made a motion that the Historical Preservation Committee will meet to address the preservation/HVAC vault project and invite the archivist and the interim director. Buckley seconded the motion and it passed unanimously.
- b. There was a discussion whether we will invite staff members to join the LBT in the interview process. The discussion was tabled and Buckley made a motion to have an LBT meeting on 9/25 at 7pm to discuss the interviewing process, recommendations of candidates from the Director Search Committee, and the level of staff involvement. Ward seconded the motion and it passed unanimously.

VIII. New Business:

- a. At next month's meeting LBT will need to discuss 2014 holiday schedule.

IX. Other: None.

X. Adjourn: There being no further business, Dunford moved and Deschenes seconded a motion to adjourn. The motion was approved unanimously at 9:30pm.