

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, December 14, 2016

Members Present: Gail Browne – Chair (GB), James Sullivan (JS), Mary Dunford (MD), Stephen Dunford (SD), Martha Jamison (MJ), Laurie Cameron (LC), Brenda Rich (BR), Bethany Sullivan (BS)

Absent: Roger Deschenes (RD)

APL Director: Erin Matlin
Archivist: Meghan Petersen

- I. Call to Order (by Gail Browne): 7:01pm
- II. Secretary's Minutes (November 2016)

Mary Dunford made a motion to accept the minutes as recorded from last month's meeting, Bethany Sullivan seconded the motion. Motion passed unanimously.

Mary Dunford made a motion to change the order of meeting to discuss Local History Policies first. Stephen Dunford seconded. Motion passed.
- III. Unfinished business

Discussion on Vote on Local History Policies: Mary Dunford made a motion to approve the **Collection Development Policy** as written. Bethany Sullivan seconded. Motion passed unanimously. Proposed **Deed of Gift** wording was reviewed by legal expert. Bethany Sullivan made a motion to approve Deed of Gift as written. Brenda Rich seconded. Motion passed unanimously. Both documents will be posted on APL website.
- IV. Budget Report
- V. Communications
 - A. Gail Browne emailed State Rep candidate Brianna Sullivan re: mention of APL in her campaign flyer and received an apology in reply.
 - B. GB will make sure newer Trustees are added to the MVLC email list.
 - C. GB delivered cards to departing Circ Desk librarian Julie Gilchrist for her service and condolences for the death of her mother.
- VI. Director's Report (attached separately). Highlights:
 - A. Update on staffing: Eric Kuzma hired as IT reference librarian. (Ex-APL librarian Theo will come to train Eric.) Amy Ciara hired as FT children's assistant. Nicole Chevalier has begun as PT children's assistant. Director has begun interviewing to replace Julie Gilchrist.
 - B. Board discussed a suggestion that Director should submit a report to the Mayor, or keep a log, about DPW requests (i.e., removing air

conditioning units for the season), to document those that have gone unfulfilled.

C. Contract signed today for new ILS service, which will be for seven years.

- VII. Committee Reports
 - None met in November.
- VIII. Unfinished Business
 - MBLC Planning and Design Grant: Chair and Director plan to meet offline to create a timeline.
- IX. New Business
 - A. Update on Job Vacancies: Interviewing to fill Circ Desk librarian position.
 - B. New Integrated Library System, information coming.
 - C. \$3602.95 collected to date this year for late fees. Mary Dunford will look into the possibility of ensuring that fine money is reinvested in the library, rather than going to the city.
- X. Other
 - Director asked permission to buy another Wi-fi hotspot. The existing one is a very popular circulating item. Board approved the purchase.
 - MVLC cost for FY18 will be \$32,847.
 - Gail Browne asked Director about accrued State Aid and where it will be applied. Hotspot, furniture for children's room, other expenses.
 - GB asked about status of the Sunshine Fund. Mary Dunford will check. Trustees will each contribute to Christmas gift certificates for library staff. Next staff meeting is January 5.
- XI. Adjourn 8:15 – Stephen Dunford made a motion to adjourn, Laurie Cameron seconded. Motion carried unanimously. Next meeting January 11, 7pm.