

# Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank  
Wednesday, January 11, 2017

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), Roger Deschenes (RD)

APL Director: Erin Matlin

- I. Call to Order (by Gail Browne): 7:02pm
  - A. Officer Elections
    - Mary Dunford nominated Gail Browne to return as Chair. Vote was unanimous in favor.
    - Gail Browne nominated Roger Deschenes to return as Vice Chair. Vote was unanimous in favor.
    - Brenda Rich nominated James Sullivan to return as secretary. Vote was unanimous in favor.
  - B. Committee Assignments
    - For Preservation Committee: Browne, Mary Dunford, Stephen Dunford, Laurie Cameron
    - For Finance Committee: Deschenes, Sullivan, Mary Dunford
    - For Long-Range Planning Committee: Browne, Deschenes, Rich, Bethany Sullivan
    - For Director Review Committee: Rich, Stephen Dunford, Martha Jamison
- II. Secretary's Minutes (December 2016)

Bethany Sullivan made a motion to accept the minutes as recorded from last month's meeting. Stephen Dunford seconded the motion. Motion passed unanimously.
- III. Budget Report

Director anticipates surpassing budget as in past years, but not drastically. New purchases planned including two new reading chairs, new coffee table. Director has asked staff for wish list for other items.
- IV. Communications
  - Chair emailed MVLC to ask that they add new board members to their mailing list.
  - Trustees received mail from Tracey Aldrich and a card from Margie Walker, thanking for holiday gifts for staff.
  - Campaign finance report has been mailed to each Trustee.
- V. Director's Report
  - New replacement at Circulation Desk, Katherine Szuplat, has worked out well thus far. She previously worked at Haverhill Public Library.
  - Snow removal has been good. Saturday (January 7) was an early close due to weather.

Cookie walk: raised \$500, highest figure yet.  
“Binge boxes” with themed DVDs: now circulating.

- VI. Committee Reports
  - Browne will record notes for Long-Range Planning meeting.
  - Finance Committee will need to meet with Director to discuss budget.
  
- VII. Unfinished Business
  - A. MBLC Planning and Design Grant: Director emailed Rosemary Waltos to ask about timeline.
  - B. Update on Job Vacancies: New IT had to be let go due to chronic lateness, absences. Has not yet returned his keys but plans to do so. Position has been posted, resumes beginning to come in. Also, there is one page position still vacant.
  - C. New ILS (Integrated Library System) will be launched May 18. Staff has started training. As of May 15, Evergreen will be offline.
  - D. Fines: Mary Dunford reviewed past discussion of MA law that suggests fine money should be reinvested in the library. Director will reach out to other libraries to find out how they handle incoming fine settlements.
  
- VIII. New Business
  - A. Book Drop: APL has discussed getting a second book drop. Current one has a leak problem in certain weather. One opinion about repair: metal caulking. Director raises prospect of requesting a new line item for handyman work such as this. Trustees agree the Director should allocate the money to address the book drop repair.
  - B. Patron Situation: A local couple who have been spending considerable time in the library have been drawing complaints from staff concerned about their ability to care for themselves. Library received first patron complaint today. Trustees recommend the Director ask the city’s legal counsel for advice on the matter, and potentially consult the Health Officer as well.
  
- IX. Other
  
- X. Adjourn 8:20 – Stephen Dunford made a motion to adjourn, Bethany Sullivan seconded. Motion carried unanimously. Next meeting February 8, 7pm.