

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, June 8, 2016

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

Members Not in Attendance: Roger Deschenes (RD)

APL Director: Erin Matlin

- I. Call to Order (by Gail Browne): 7:05pm
- II. Secretary's Minutes (May 2016)
Mary Dunford made a motion to accept the minutes from last month's meeting, Bethany Sullivan seconded the motion. Motion passed (Stephen Dunford abstained due to absence from last meeting).
- III. Budget Report
Library Director Erin Matlin addressed the high figure in the Books budget line – some of that money will go toward Overdrive, kits, expenses other than books.
- IV. Communications
Gail Browne received correspondence about suggested speakers from the staff for Amesbury Days. Forwarded to the appropriate staff members. MBLC orientation meetings Brenda, Martha, Stephen, Mary all attended.

Rebecca Jordan submitted her resignation to the City Clerk and Library Board of Trustees Chair.
- V. Director's Report (posted separately)
Staff evaluations have been completed as of today.

All-Pest came on June 3, closed openings in attic with mesh to keep the squirrels out.

Childrens desk has introduced a popular new item: Book Bundles. Themed books tied with string.

Part-time staffers Dorothy and Sara have started an Instagram account.

Email server has been changed, staff is acclimating.

Fire emergency vulnerabilities were discovered during a routine test: Patrons/staff in the vault and in childrens room didn't hear the alarm very clearly, some emergency lights were out. To be addressed.

Summer Reading starts June 13: "Get Set, Read," with a sports theme.

- VI. Committee Reports
 - None met during this period. Next: Director Review. (Should the subcommittee consider a public survey about the director's job performance?)
- VII. Unfinished Business
 - A. Budget FY17: Erin Matlin presented the budget to City Council, wrote a letter to patrons requesting support. Public Hearing is 7pm June 14 at City Hall.
- VIII. New Business
 - Fireball Run is Saturday, October 1. Suggestion has been made to close due to potential foot traffic? Board is disinclined to do so.

 - Program Policy has been written. Edits required; Board will vote next meeting.

 - Museum Pass Policy has been written, in part to hold accountable those who abuse the privilege (e.g., repeatedly reserve and don't use passes). Stephen Dunford made a motion to accept the policy with the discussed changes. Bethany Sullivan seconded the motion. Vote unanimous.
- IX. Other
 - State Aid Spending Requirement (FY16): As of 6/8/16, the Library has exceeded the spending requirement.
- X. Adjourn 8:00 – Mary Dunford made a motion to adjourn, Stephen Dunford seconded. Vote unanimous.