

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, November 9, 2016

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

APL Director: Erin Matlin
Barbara Bell, Friends of the APL

- I. Call to Order (by Gail Browne): 7:04pm
- II. Secretary's Minutes (October 2016)

Mary Dunford made a motion to accept the minutes as recorded from last month's meeting, Laurie Cameron seconded the motion. Motion carried, with Roger Deschenes abstaining due to absence from the last meeting.
- III. Budget Report

Erin Matlin reported that she will heretofore assign purchases such as copier ink, maintenance, etc. to the Repair and Maintenance line item.
- IV. Communications
 - A. Received an email re: Adult Ed through high school.
 - B. Noted: Brianna Sullivan claimed in her campaign literature that she is a "community liaison" to the APL. Chair Gail Browne will reach out to the candidate.
 - C. Brenda Rich heard from a friend who wanted to know why the library was closed last Saturday (November 5). Library closed early due to a staffing problem (sudden illness). Posted on Facebook, on Amesbury Talks, and at the door. Item to explore: in such a situation, could a Trustee fill in?
 - D. Laurie, Bethany, Gail went to library orientation in Salisbury. Their director is an Amesbury resident. Good resource for Planning and Design committee?
- V. Director's Report (attached separately). Highlights:
 - A. Update on staffing: three people interviewed for the IT reference vacancy. Job offered to and accepted by the first-choice candidate. He is working on a doctoral degree in library science.

APL has received several resumes for the two children's room positions. Interviews to be scheduled shortly. Also, one of the library pages has been let go, and will need to be replaced.
 - B. Gail and Erin met with the Mayor on the building project. He was very open to the plan. He is considering an alternative site (Lower Millyard?),

but agreed that the current library site is top priority. Offered to fund the Planning and Design phase.

C. Two staff members attended CPR training. Related note: library is getting a defibrillator.

VI. Committee Reports

Preservation subcommittee met November 2. Reviewed two documents (attached). Aiming to discuss and approve Collection Development Policy for the Local History Collection.

- Deed of Gift policy: first step, should be reviewed by city lawyer.
- Consider extension of the Long-Range Preservation Plan.
- Re: request that APL house city records: can the city charter be changed?

Mary Dunford made a motion to table Deed of Gift policy until such time as it has been properly reviewed by the appropriate legal authority. Stephen Dunford seconded. Motion carried unanimously.

Stephen Dunford made a motion to table the discussion of Collection Development Policy until next meeting, to leave time for Trustees to further deliberate and discuss. Laurie Cameron seconded. Motion carried.

Long-Range Planning: subcommittee met before this meeting. Every December we send an Action Plan with updates to MVLC, to be kept on file.

VII. Unfinished Business

A. MBLC Planning and Design Grant: Stephen Dunford recommended creating an advisory committee to include one or two Trustees as well as concerned community members (including city councilors?). Discussion of how to maintain momentum of community interest.

VIII. New Business

A. Update on Job Vacancies: Julie Lemieux, 35-hour library assistant at circ desk, gave notice this week. Her last day will be November 30. The position will be posted internally. Chair will write a note thanking Julie for her service.

IX. Other

Question from Roger Deschenes: can the sticker about fines on the DVDs be moved to the front of the case? This led to discussion about asking the city council to consider changing library rules to allow the library to keep overdue fine money, rather than consigning to the general fund.

X. Adjourn 8:20 – Stephen Dunford made a motion to adjourn, Mary Dunford seconded. Motion carried unanimously. Next meeting December 14, 7pm.