

AMESBURY PUBLIC LIBRARY
Board of Trustees
April 8, 2009

Call to Order: 7:05 pm

Members Present: Sydney Baily-Gould, Laura Buckley, Mary Dunford, Johanna Kimball, David Oxtan, Jane Ward

Absent: Ann Iacobucci, Christine Johnson, Sue Zielinski

Library Staff Present: Katie McDonough, Patty DiTullio

Visitors: Kendra Amaral

Communications: None

Secretary's Minutes: Baily-Gould reported that Iacobucci called to note she had been absent from March's meeting although her name had not appeared on either the Present or Absent roster. Ward made the correction to the record. Minutes of the March 11, 2009 meeting were accepted as amended on a motion by Kimball, second by Buckley.

Budget Report (FY 09-Mar 2009): On file. McDonough noted that she will have the accurate trust fund figure available for May's meeting. She also stated that the second state aid check had been received and the two figures will be updated in May. She added that there is a small third payment expected.

Gift Report : Nothing to report.

Director's Report: On file.

Committee Reports: Nothing to report.

Unfinished Business:

Library Building Project – meeting with Sunny Vandermark: McDonough reported that Sunny Vandermark is working on her report following receipt of input from various focus groups. Baily-Gould asked for an estimated date of completion and McDonough estimated she thought it would only be a matter of weeks.

MLTA Membership: McDonough provided Board members with a registration form and noted that there is a discount if the full board joins.

New Business:

Reduction in hours or services: McDonough provided patron count statistics and staffing report for Board members. She reported to the Board that with two staff positions frozen, one lost, and the children's librarian on maternity leave, staff coverage of the library is insufficient. She said that even with using subs, the library is not getting by providing both 50 hours and current services with current staffing levels. DiTullio explained that staff are being pulled from job description tasks in order to man the circulation desk. She added that many times the situation means that if someone is out sick, the library could close at a moment's notice. McDonough added that circulation is becoming all they are capable of doing with staffing levels so low. She asked the Board to consider two options: Reduce services to focus on check in and check out and purchase of materials, or reduce library hours by one full day on Thursday which drops operation hours from 50 to 43.

Dunford asked if the reduction in hours would affect consortium membership. McDonough replied that 43 would be the minimum number of hours to remain a member of the consortium with a waiver obtained. She added that with a waiver in place because of reduced hours, the library would also receive a reduced state aid, or 75% instead of full aid. Buckley asked if reciprocity with other libraries would remain intact if we operate with a waiver. McDonough replied yes, but if we dipped below the minimum required by the waiver, we would lose this.

Board members all agreed these were two very undesirable options to choose from. Buckley suggested making lists of pros and cons of each option, and Board members agreed. Baily-Gould suggested the Board consider Monday rather than Thursday as closing day as part of the discussion. Board member discussion about pros and cons of each option ensued. Discussed were: consecutive days off for staff, burden on staff that work weekdays only, and the burden book delivery would put on Tuesday should the library close on Monday. Discussion arrived at the conclusion that a reduction in hours was the best of a bad choice, and that closing Monday was the best possible option.

Buckley made a motion that the library hours will change effective Monday, April 27, 2009, with new hours as follows: Closed on Sunday and Monday, open Tuesday and Wednesday 10am-9pm, open Thursday through Saturday 10am-5pm. Dunford seconded. Motion passed unanimously.

FY10 Budget Proposal: McDonough reported that the FY10 budget meets the minimum appropriation requirement to the penny. She added that if the Council cuts the budget below the present figure of \$595,012.00, the library will need to apply for a waiver and prove that its budget wasn't cut disproportionately among other Town budgets. Buckley made a motion to recommend this budget to the Mayor, Kimball seconded. Motion passed unanimously.

Orientation for new trustees: McDonough supplied a list of information essential to new trustees. The list was provided by NMRLS. Zielinski asked that the following items be added: a behind the scenes tour, a staff meet and greet, a list of procedures and protocol, open meeting law training, and a copy of Robert's Rules. Buckley agreed to assemble the orientation packet. Kimball offered to help.

Mission Statement for PR Committee: Ward reported that in discussion with Oxton they agreed that a newly formed PR Committee needs to focus on media outreach, community organization and event outreach, and user outreach. Oxton provided a template for a mission statement. Board members agreed the template was a good starting place for the new mission statement. Ward and Oxton said they would bring a final version to May's meeting for approval.

Other: Baily-Gould reported that the bank's board room would be available for a 6:30 start on our meeting Wednesday should committees wish to use it prior to the general meeting. She added that a second key will be kept at the library and should be signed out through McDonough.

Baily-Gould also briefly informed the Board about an energy audit of the drafty building. She added that the Department of Energy Resources has stimulus money available for towns that reduce total energy use.

Meeting adjourned at 9:08pm.
Respectfully submitted,

Jane Ward
Secretary