

Amesbury Public Library
Board of Library Trustees- Meeting Minutes
Wednesday, July 14, 2010
7:00PM

Call to Order at 7:02pm

Members Present: Dunford, Merrill, Buckley, Kimball, Sheridan, Oxton, Pressley, Ward

Secretary's Minutes (6/9/10) accepted on a motion by Buckley, Merrill second.

Budget Report (June 2010) DiTullio included a preliminary materials expenditures sheet that she will now include quarterly with the Budget Report.

Gift Report (June 2010) accepted by unanimous vote. Motion by Buckley, Kimball second.

Communications (June 2010) One piece received by Ward from Jim Thivierge that she forgot to bring to this meeting, but Ward said she would bring the item to our September meeting. In addition, Ward spoke with the Mayor regarding rumors that are being spread about the potential for a new library building project in the hopes that Trustees would assist in making clear to the public that this is not something that is in the near future.

Director's Report (June 2010) DiTullio reported that the part time reference librarian will have surgery at Portsmouth Regional Hospital this week. Due to her illness and the loss of another part-timer, Patty will be ramping up usage of substitutes in the weeks to come.

A landscape designer has just volunteered to maintain the flowerbeds in front of the library on a quarterly basis, and perhaps the Friends will be taking care of more regular maintenance. Merrill suggested also using AHS volunteers, and DiTullio agreed that she would include this in her plans to overhaul the volunteer program.

DiTullio reported no negative feedback on the many changes going on at the library. She still needs one full weekend to put the slat walls onto the ends of the bookcases in the stack wing, which will likely happen in fall.

Committee Reports:

- A. **Preservation and Maintenance Committee Update of 6/15 meeting with Mayor:**
Buckley said the Committee came out of their 6/15 meeting with Mayor Kezer with 2 very clear goals: 1. Follow through on an analysis of what the building needs now and the costs involved, and 2. What would it cost to move the library to a new location including storage, moving and build-out costs and etc.

Unfinished Business:

- A. **Municipal Council Budget Hearing Update:** DiTullio was pleased to report that the library's budget was passed as submitted. In the future, she is hoping to remedy our relying so heavily on state funding to meet our 15% materials requirements. DiTullio wants to continue to ask for what we need and hope that someday we will get it.
- B. **Long Range Planning Update:** DiTullio is working on refining the goals for our 5-year plan. The larger long range planning committee is planning to meet between now and

the beginning of August to look at a draft of these goals for the next 5 years so that the Board as a whole can vote on it in September. DiTullio said there are areas where we need a cohesive plan such as in areas like local history.

The new Long Range Plan needs to be submitted to the State Board of Library Commissioners by October 1. Having a new plan on file (the old one expired on July 1 of this year) will allow us to apply for grants this December, and will be our plan through the year 2016.

New Business:

- A. **Library Policy Ad Hoc Committee:** Patty would like a few Trustees to sit in quarterly on meetings with staff and the Director as she would like to overhaul the Library Policy manual. Instead of looking at policies in a piecemeal fashion, DiTullio suggested that the Board approve the Library Policy Manual yearly to either make changes or approve it.

Dunford moved to set up an ad hoc committee to work on revising the Library Policy Manual with the Director, with Pressley seconding. The vote was unanimous, and Ward appointed Sheridan and Oxtan to participate. DiTullio anticipates this process will take at least a year and will make library policies more manageable.

Other:

- A. **Reminder:** September Friends' Meeting (9/13) Rep. is Jane Ward

- B. **Kimball will return waivers** to Bonnijo Kitchin saying they have read the new Open Meeting Law Guidelines as forwarded from the Town Clerk's Office.

Adjourn at 8:08pm on a motion by Kimball, Oxtan second.