

AMESBURY PUBLIC LIBRARY
Board of Trustees
March 11, 2009

Call to Order: 7:06 pm

Members Present: Sydney Baily-Gould, Mary Dunford, Christine Johnson, Johanna Kimball, David Oxtan, Jane Ward, Sue Zielinski

Absent: Laura Buckley, Ann Iacobucci

Library Staff Present: Katie McDonough

Visitors: None.

Communications: None.

Secretary's Minutes: Minutes of the February 11, 2009 meeting were accepted on a motion by Kimball, second by Dunford.

Budget Report (FY 09-Mar 5, 2009): McDonough stated that she wants to double check why the Trust Fund balance figure listed on the report reads \$10,549.52. By her calculations, she said the figure should be \$18,434.64 as stated on the Trustees' Funds Report. She added that she would correct the figure on next month's report.

Gift Report: None.

Director's Report: Report on file.

Committee Reports: Nothing to report. Committees and mission statements will be reviewed under New Business. Zielinski asked when the budgeting process was set to begin so that the Finance Committee could set a date to meet.. McDonough replied that she currently had no date or budget information yet from Town Hall but assured the Finance Committee members she would contact them to set up a meeting once she received word from the mayor.

Unfinished Business:

Trustees' Funds Report FY 2009: McDonough reviewed the written report on unrestricted trust funds with the Board. In FY09 to date, the Trustees have approved the expenditure of \$15,362.00 in unrestricted trust funds with a remainder of the earnings available now at \$18,434.64.

Library Building Project: Board members were reminded that the meeting with Sondra Vandermark is scheduled for March 24th at 6 pm in the library. Zielinski asked if this was to be an informational meeting or would it be the opportunity for Trustees to give input for the updated study. McDonough replied that it a session

held so that Trustees could give their input for the update. She added that Vandermark would be meeting with representatives from a number of library user groups on both the 19th and the 24th.

New Business:

Review Committee Mission Statements: Board members agreed that the By Law process was completed and that the committee was no longer necessary at this time. Johnson recommended putting a link to the by laws on the Trustees' page of the library's website.

Board members agreed that the mission statements for the Historic Preservation Committee and the Finance Committee would both remain as is. The Long Range Planning Committee mission statement was amended to read, "...will make every effort to meet at least once a year and request updates from the Director on the LRP." The Building Maintenance Committee had its name changed to House Maintenance Committee, and its mission statement was amended to read, "The building maintenance committee will meet annually or on an 'as needed' basis."

The ad hoc Building Study Committee had been dissolved at a previous meeting and its mission statement was deleted at this time.

Creating New Committees: Ward suggested that her current position as Public Relations coordinator be expanded into a Public Relations Committee with a mission statement and a specific set of goals. Board members agreed. Baily-Gould appointed Ward and Oxton to the newly formed committee. She asked for a draft mission statement to be presented at the April Board Meeting.

Baily-Gould suggested that the Trustees consider forming a Library Trustee Orientation Committee. She noted that this type of committee might serve to help new Trustees get up to speed quickly when assuming their positions on the Board. Johnson suggested that the Board discuss instead an orientation checklist for the Trustees Manual. Baily-Gould said she would add that as an agenda item to April's meeting and asked Board members to think of some checklist items in advance of the meeting.

Procedure for Evaluating our Director: McDonough noted that the library's annual report portion of the Town Report is due in July and the State's report is due in August. She stated that this information might give the Board a good idea of what progress has been made during the year and help them in their evaluation process. Dunford agreed, noting that the evaluation process is an opportunity for the Board to have a snapshot view of the library's progress.

Baily-Gould stated that, given the timing of the reports, September's Board Meeting might be an ideal time to discuss the Director's progress.

Procedure for Evaluating our Board: Baily-Gould stated that Board members can check our own progress by reviewing where we are with meeting the Trustees' Goals approved last month. She suggested that the end of an annual year might be a good time to evaluate progress. Zielinski suggested that another good time for checking progress might be June, before the Board suspends meetings for the summer, and as we anticipate regrouping in the fall. Board members agreed that a twice-yearly check in on our progress with goals, in December and June, is a good idea.

Meeting adjourned at 8:14pm.

Respectfully submitted,

Jane Ward
Secretary