

AMESBURY PUBLIC LIBRARY
Board of Trustees
November 12, 2008 - Amended

Call to Order: 7:02 pm

Members Present: Sydney Baily-Gould, Laura Buckley, Ann Iacobucci, Christine Johnson, Johanna Kimball, Jane Ward, Sue Zielinski

Absent: Mary Dunford, David Oxton

Library Staff Present: Katie McDonough, Patty DiTullio

Visitors: None

Communications: Iacobucci reported that she received a call from a patron regarding a \$129.00 replacement charge for a lost audio book. Patron offered to purchase a replacement but was told by staff that she would have to pay the library's replacement cost. McDonough said she would look into the situation as there might be some variables which would make patron replacement not feasible.

Secretary's Minutes: Buckley made a motion to accept the minutes of the October 8, 2008 meeting, Kimball seconded. McDonough noted three changes to be made to the minutes. Amended minutes of the October 8, 2008 minutes were accepted on a motion by Buckley, seconded by Kimball.

Budget Report (FY 09 - October 3, 2008): There were no questions about the budget.

Gift Report: Ward noted for the record that the recently donated portrait of Marc Lankin had not been submitted on a gift list for approval by trustees. The current gift list was approved on a motion by Buckley, seconded by Ward.

New Book List: Accepted on a motion by Kimball, seconded by Ward.

Director's Report: Report on file.

Committee Reports:

Long Range Planning: Nothing to report.

Finance Committee: Nothing to report.

Historic Preservation: Nothing to report.

House Maintenance: Nothing to report.

Unfinished Business

Library Building Program: To be discussed in conjunction with Library Trust Fund agenda item under “New Business” header.

New Business:

FY 09 Library Budget: McDonough met with the Mayor’s aide, Kendra Amaral, to discuss the FY 09 budget. She said that all Town departments are subject to belt tightening, but the impact on the library is not bad. The Mayor’s office asked McDonough to remove the intended network upgrade item from the budget. She stated that she has also been asked to be careful with expenditures for supplies, mileage, dues, and registrations.

Holiday Hours: McDonough proposed upcoming holiday hours as follows: over Thanksgiving, the library will be closed from Thursday the 27th through Saturday the 29th, with a 5 pm closing on the 26th; for the Christmas holiday, the library will be closed on the 24th and 25th; and for the New Year holiday, the library will close at 5 pm on December 31 and will be closed all day on January 1, 2009.

Iacobucci asked how many holidays the library have altogether, and McDonough said that she would report back with that information. Buckley asked that the Board see the holiday calendar for the entire year and approve it as such. Zielinski suggested proceeding with that approval method beginning with the 2009 calendar.

Iacobucci made a motion to pass the holiday hours as presented, Johnson seconded. Motion passed unanimously.

Library Trust Funds: McDonough reported that she met recently with Town Treasurer, Debbie Ventura, to discuss available trust fund money. In the past, the Treasurer recommended an amount of available trust fund money she felt reasonable to spend over the period of a year, but Ventura acknowledged this figure is only a recommendation. DiTullio added that last year’s letter from the Treasurer recommended somewhere between five and six thousand dollars, but that they were never informed of the entire amount of

money available from the unrestricted trust funds, so these figures were also discussed with Ventura at the meeting.

McDonough and DiTullio reviewed the trust fund figures with the Board and pointed out that there is approximately \$29,000.00 total in unrestricted funds available. They provided a list of pending library projects they feel would benefit from allocating trust money to fund them. DiTullio first presented her request for audio-visual materials needed to carry out the Equal Access program. She noted that the equipment would be useful for a variety of other library programs as well. Equipment includes a projection screen, a projector, a DVD player, and a speaker system totalling approximately \$1326.00. Iacobucci made a motion to approve an amount up to \$1500.00 to purchase requested audio-visual equipment, Johnson seconded. Motion passed unanimously.

McDonough reported that the library's recently purchased book drop holds only 300 books and is already too small by about half. She asked the Board to consider allocating trust fund money to purchase a second book drop at an estimated cost of \$5242.00. With a second book drop, she said, one could be used exclusively for books while the smaller would be used for AV materials. Buckley made a motion to approve up to \$5500.00 for the purchase of a second book drop, Baily-Gould seconded. Motion passed unanimously.

Zielinski expressed concern for establishing a practice of using trust fund money to make up for a tight budget period. McDonough stated that the current situation of needing so much upgrade at once is unusual and reflects the lack of library directorship over the past two years. McDonough suggested reviewing the remaining projects and requests, then going back to vote on each. She noted that the task chairs are essential and a priority since current chairs do not function. She added that the proposed chairs are good quality for a good price. The estimated cost of \$1512.00 includes shipping.

Another item for consideration, McDonough continued, is the Library Building Program update at an estimated cost of \$5850.00. McDonough reminded the Board that the Mayor had hoped to fund this with free cash, but that there is no longer free cash available. McDonough added that in about two years, Amesbury will have an opportunity to apply for a planning grant. The next step then would be obtaining 75 to 100 thousand dollars for a site evaluation and design. Zielinski asked if a study update done now would still be relevant in two years as the library waits for this application period. Buckley expressed concern for spending \$5850.00 to update the library building program when it is uncertain whether or not we might have money to proceed with future evaluations or the actual building process itself.

DiTullio asked for an approximate cost of completing an entirely new library building

program in the future should the Board decide to pass on the update at this time. McDonough estimated it would cost between 10 and 15 thousand dollars for a new study. She added that she would speak to the Mayor about when the Town might realistically afford to proceed with building. She agreed to bring the additional information to December's Trustee meeting.

Baily-Gould referred to the final item on the trust fund requests list, an IT upgrade project. DiTullio asked Board members to review the request tonight even if no vote was taken this month. She said that the upgrade would allow for wireless internet access, wiring for an IPAC and additional data ports, a second T1 line to segregate LIS traffic from staff/patron internet traffic, and a packet shaper. DiTullio explained that a packet shaper condense heavy traffic to and from MVLC and will improve performace of the library software. The estimated cost for this service is \$6767.25, and the work probably needs to be done by an MVLC recommended provider because of contracts.

Buckley noted that the requests after IT total nearly \$21,000.00. Zielinski expressed concern with spending so much trust fund money without further review. McDonough said that she feels the chairs are an immediate need. She added that if she had to take an item off the request list for now it would be the second book drop. Johnson suggested tabling the vote on the IT upgrade project until December's meeting. Johnson then made a motion to rescind the earlier vote to allocate up to \$5500.00 for the book drop, Buckley seconded. Motion passed unanimously.

Kimball made a motion to use trust fund money to purchase four new task chairs, Zielinski seconded. Motion passed unanimously.

Other: Baily-Gould noted that a discussion of Trustees' Goals did not make it onto this month's agenda, so she reminded the Board that we will discuss this issue during December's meeting.

Meeting adjourned at 9:25 pm.

Respectfully submitted,

Jane Ward
Secretary