

Amesbury Public Library
Board of Library Trustees- Meeting Minutes
Wednesday, November 10, 2010
7:00PM

Call to Order at 7:03pm

All members present

Secretary's Minutes (10/13/10) accepted on a motion by Dunford, Buckley second.

Budget Report (October 2010) DiTullio said that state aid will be awarded in 2 payments- one the first week in December and the second arriving in March/April. She said that she anticipates a total of \$11,000 in state aid this year.

Gift Report (October 2010) None

Communications (October 2010)- One piece from the MA Board of Library Commissioners re: Legislative Agenda

Director's Report (October 2010)- Our Director is hoping to get more circulation substitutes as we approach the winter months and staff sick days become slightly more frequent. She also reported that the fountain will be shut off before Thanksgiving and that another book-drop will be needed soon at an anticipated cost of \$4-5,000.00.

Library staff are continuing to work on ways to maximize spaces in the library. The basement will now be just for the Book Shop and teen materials once all of the non-fiction materials have been moved to the mezzanine level as planned. The goal is to get our local history materials to the first floor in order to highlight that collection.

In other news, DiTullio said there has been a huge turnout for all adult programming and Book groups. Our new Long-Range Plan was approved without any changes or edits by the MA Board of Library Commissioners. Also, DiTullio said that we are receiving fewer items by inter-library-loan delivery because we now have more of the items people are requesting on-site.

Lastly, Patty fears that the Friends group may go dormant for awhile due to dwindling numbers and the need for some new members. As a result and to maintain the numbers they have, the Friends are moving their meetings to Mondays at 1pm monthly or bi-monthly. The Friends are also shifting their efforts from fundraising to recruiting. DiTullio said that the book Shop is doing well enough to take care of fundraising for the time being. The group has signed up for Constant Contact, and Trustees can also be thinking of people who might be interested in helping the group, even peripherally.

Committee Reports

A. **Preservation and Maintenance Committee Update**- Buckley gave a report on this subcommittee's Nov. 10th meeting, and highlighted the following information according to that group's research:

1. We are still waiting for estimates on repairs to the library roof.
2. Gutters and downspouts outside the library have been reconnected by the DPW.
3. A plumber contacted by Patty would not give a formal estimate for replacing the library's HVAC system in the current building. Patty will give a report on what we've spent to these vendors over the past 5 years. We did learn that the current Burner was installed in 2001.
4. Ozzie Merrill said that the library's electrical systems are repairable.

5. It would cost more than \$120,000 to repair the envelope of the building.
6. Jane Ward will be in touch with a local contractor to assess the costs for potential build-out in the basement on the basement walls to prevent further mold and moisture damage.

The Preservation and Maintenance Subcommittee will now continue to pursue moving costs, and evaluating the other necessities of a potential move so that they may come up with a complete report.

B. **The Policy Revision Committee** will meet next Wednesday comprised of Oxton and Sheridan.

Unfinished Business

- A. **Disposal of library tables and chairs, McGinnis appraisal-** John McGinnis from McGinnis Auctioneers said there was not a market for the library tables and chairs that are no longer being used in the basement and they are not interested in taking them. Patty is going to hang on to them until spaces in the library have been thoroughly rearranged, and in case the furniture can be repurposed. She will then ask town departments and other community organizations if they can use them. DiTullio will continue to use this process if there are other items to be disposed of in the library.
- B. **Trust Fund Money-** Last month the Board voted to use undesignated Trust Funds for IT projects. For the larger portion of the project, Anne Speck and another IT person have looked at the quote furnished by Patty at our October meeting and say it is a fair estimate. Another quote came in from a different IT company for twice that amount. Therefore, IT upgrades will be made to our server first, with computer replacement to come next. (projected for December)

New Business

- A. **Library Director evaluation-** Ward reminded the Board that we are coming up on one year that Patty has been the Director of the Library and that we should discuss a timeline for this process. It was suggested by DiTullio that the end of the fiscal year would be the best time to do this so that we could use the goals as set forth in the new Long Range Plan in addition to it just making sense. Buckley and Merrill both suggested perhaps doing this 2x in the first year with a “dry run” to take place in January that would act as a process test. A more official review would take place at the end of the fiscal year. Ward created a subcommittee to take a look at the rubric we used for last year’s Director’s Review. That group will bring back a final product to the Board at large. This subcommittee will come up with a time to meet before the regular December meeting, and will be comprised of Sherwood, Kimball, Pressley, and Ward, with Ward as the Chair.

Adjourn at 8:26pm on a motion by Sherwood, Pressley second.

Respectfully submitted,
Johanna Hoyt Kimball
11/22/2010