

**Amesbury Public Library**  
**Board of Library Trustees- Meeting Minutes**  
**Wednesday, October 13, 2010**  
**7:00PM**

**Call to Order** at 7:05pm

**Members Present:** Merrill, Oxton, Dunford, Sherwood, Buckley, Kimball, Ward

**Secretary's Minutes** (9/8/10) Accepted unanimously on a motion by Oxton, Dunford second

**Budget Report** (September 2010) DiTullio reported that we are on track and 1/3 of the way there for materials expenditures.

**Gift Report** (September 2010) none

**Communications** (September 2010) One from MVLC regarding the Trustee and Friends Annual Conference on November 6, 2010 that Ward said she will forward to all Trustees. A Pentucket school Principal made very favorable comments to Buckley about Margie Walker, after Walker aided his daughter on a school project.

**Director's Report** (September 2010) DiTullio commented on the popularity of an Autism Workshop that had been held for close to 100 attendees and said it demonstrated a very clear need for that type of programming.

The Director had also spoken with Mike Basque regarding how to proceed with the future of the handicapped accessible ramp at the rear of the library. One panel was recently repaired because of a tear, and Basque recommended that we continue to repair the ramp in sections as necessary until we know how much longer we will be in the current building.

In other news, DiTullio also reported that the Wilmington Public Library just called to offer us \$5,000 worth of Red Tag security cases to be used for DVDs. In addition, the Friends will be sponsoring a Holiday Open House on December 2 to celebrate their 20-year anniversary and also to give the public an opportunity to view the changes at the library.

**Committee Reports**

- A. **Preservation and Maintenance Committee Walk Through Update-** Buckley reported that the subcommittee has met to delegate items to be researched before their next meeting. Sherwood also added that he had done some research regarding a question from the last meeting regarding ADA compliance with regards to repairs, and provided Trustees with the following statement:

When alterations are made to a primary function area, such as the lobby of a bank or the dining area of a cafeteria, an accessible path of travel to the altered area must also be provided. The bathrooms, telephones, and drinking fountains serving that area must also be made accessible. These additional accessibility alterations are only required to the extent that the added accessibility costs do not exceed 20% of the cost of the original alteration.

## **Unfinished Business**

- A. Iacobucci et al v. Amesbury Municipal council, appeal update- Ward reported that the latest appeal by Iacobucci et al was recently ended by the Court.

## **New Business**

- A. **Holiday Closings 2011-** There was some discussion regarding the possibility of opening the Saturday after Thanksgiving next year. DiTullio said she thinks we could staff the library with no problem by using substitutes and non-union employees as well as union workers who volunteer to work that day. There was also discussion about whether to stay open on Saturdays, December 24 and 31<sup>st</sup>. Buckley moved to accept the Proposed Closings for 2011 as written with the addition of December 24, 2011.
  
- B. **Trust Fund Request for IT-** DiTullio reported that 8 of 11 computers are almost 6 years old. 7 staff computers have crashed. For 4 computers, IT has gotten them going again. With \$2,000 Patty included in the current budget 3 computers were just installed. Upgrades need to happen quickly on the remaining machines, however, and DiTullio provided 2 quotes for the installation of 3 new PCs as well as a “clean-up” process to be done on our server before the MVLC makes system-wide changes in the spring. DiTullio said that the Friends have already pledged \$1,000 to help fund this project. There is currently \$31,263 in expendable earnings in unrestricted Trust Funds, and DiTullio asked if the Board would consider using Trust Funds toward this project. Trustees agreed that these IT upgrades have some urgency, and Buckley moved that we allocate up to \$3,000 from expendable earnings on unrestricted Trust Funds for up to 5 computers assuming that \$1,000 will be donated by the Friends toward the total cost. The vote was unanimous. Dunford moved to approve spending up to \$5,000 in expendable earnings on unrestricted Trust Funds to pay for IT upgrades to our server and network. Sherwood seconded. The motion passed unanimously.
  
- C. **Disposal of Town Property Policy-** As staff are rearranging spaces in the library, many things need to be moved out of the building (furnishings, especially), and there is no place to store them. DiTullio said that if the items are under \$5,000 in value, disposal is up to the Board. After some discussion, Trustees agreed that, for items under \$5,000, we would have those items assessed through local auction houses before then seeking out other community organizations for possible donation. In particular for this meeting, DiTullio was concerned about tables and chairs from the Library basement. She will report back at the next meeting as to the pieces assessed value.

**Other-** none

**Adjourn** at 8:50 on a motion by Merrill, Dunford second.

Respectfully submitted,  
Johanna Hoyt Kimball  
10/26/10