

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, December 12, 2012

Members Present: Gail Browne, Laura Buckley, Mary Dunford, Philip Merrill, David Pressley, Peter Sheridan, Jane Ward

- I. Call to Order: 7:01pm
- II. Secretary's Minutes
 - a. Last month's minutes (11/2012) were accepted with 5 votes to accept and 2 abstentions on a motion to accept by Dunford, Ward second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. Budget Report was reviewed and discussed, and it was noted that the state aid payment increased the balance, and was received this month with some of the money used for new furnishings, staff development, and various improvement projects.
- IV. Communications:
 - a. No new communications.
- V. Director's Report: Review Director's Report reviewed and discussed
 - a. Staffing updates include the annual staff evaluations and goal setting meetings, which were held and the staff are on target with their projects and already working towards next year's goals.
 - b. Building Maintenance this month will include recarpeting to begin on December 31st, and the custom shelving project in the Amesbury room will begin after recarpeting. New furnishings for the new quiet study area and repainting will be done after the holidays, and the teen staff will be updating the Teen Lounge seating arrangements.
 - c. Attendance to programs continues to increase with fantastic attendance for the adult class for Holiday Greens, and the teen department with The Call of Duty and the Manga Programs.
 - d. The Friends of the Library will now meet every other month with the next meeting in January. Book shop volunteers created a seasonal display of like new books and had great success with sales through the holidays.
 - e. The director had a meeting with the mayor and new chief of staff about future library staffing needs. The library director is requesting an in house IT person, as well as an in house custodian. The mayor suggested writing job descriptions for these positions to show the union to get the process started.
- VI. Committee Reports:
 - a. Building Preservation and Maintenance Committee setup a meeting between the Library Director, the Mayor, and with Robert Desmarais (Director of the DPW) . This meeting took place and a list of projects that the committee put together was discussed. The discussion included what could be completed in house and what will need to be done by subcontractors. The first priority is to shore up the exterior of the building using capital improvement or free-cash. Rob will put together the scope for the needed exterior work.

VII. Unfinished Business:

- a. New board Member: The Board Vacancy was filled at the joint LBT and Municipal Council Meeting on 12/11/2012. There were two candidates, Roger Deschenes and Pam Gilday. Gilday withdrew her application and gave her support to Deschenes, and Deschenes was voted to fill the board vacancy by joint vote.

VIII. New Business:

- a. The staff will hold a staff party after the New Year in the Amesbury Cultural Center. Staff was recognized for the Holidays by the LBT.

IX. Other: The LBT will need to updated the board info, remember to sign for campaign funding in January, and form new committees and board positions for 2013 at the January meeting.

X. Adjourn: There being no further business, Buckley moved and Ward seconded a motion to adjourn. The motion was approved unanimously at 7:38pm.