

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, January 11, 2012

Members Present: Gail Browne, Laura Buckley, Mary Dunford, Johanna Kimball, Philip Merrill, Peter Sheridan, and Jane Ward.

- I. Call to Order: 7:04pm
- II. Officer Elections/Committee Assignments:
 - a. Secretary: Gail Browne nominated by Buckley, Kimball second, accepted unanimously by vote.
 - b. Vice Chair: Peter Sheridan nominated by Sheridan, Merrill second, accepted unanimously by vote.
 - c. Chair: Johanna Kimball nominated by Ward, Buckley second, accepted unanimously by vote.
 - d. Finance Committee: Mary Dunford, Philip Merrill, and Laura Buckley
 - e. Preservation Committee: Peter Sheridan, Jane Ward, Johanna Kimball
 - f. Director Review Committee: Johanna Kimball, Gail Browne, Jane Ward, David Pressley.
- III. Secretary's Minutes (12/14) accepted unanimously on a motion by Buckley, Sheridan second.
- IV. Budget Report: Budget Report submitted and reviewed. Overall expenditures are on track, but projected to overspend Equipment Maintenance for scheduled IT maintenance visits, the over-expenditure will probably be offset by under-spending in Regular Salary (personnel). This will be the first time that the library won't need to spend the State Aid on new materials to meet the consortium percentage.
- V. Communications
 - a. Chair shared a letter from the Town Clerk stating that 2/3/2012 will be the last day to submit applications to fulfill the Library Board of Trustees vacancy. The joint meeting with the Municipal Council for the purpose of filling the vacancy on the board is set for 2/14/2012. The town clerk also requested that a copy of Library Trustee Meeting agenda be given to the Town Clerk's Office to be kept on file monthly.
- VI. Director's Report:
 - a. Staffing news is that Allison Stern resigned as Children's Assistant and her last day is 1/13/2012. The position is posted internally and will be posted externally.
 - b. Building Maintenance. There have been roof repairs done in December, which seem to have fixed the leaks. The roofing repairs came out of the town maintenance budget. The town cleaning contract now has exclusion for the library so that the library can hire back its previous cleaners.
 - c. Program and Service Highlights: 2012 will have an author visit every month. The first Annual Cookie Walk was a great success, raising over \$350 for the friends. Programming registrations are now typically wait-listed; demand is increasing all the time as shown in library usage measurements and programming attendance.

- d. Various staff participated in MVLC Committees, and Clare Dombrowski attended the MA Library System Youth Services Committee meeting and is now chair of this statewide committee.
- e. Library usage continues to increase, especially downloads. The percentage of non-Amesbury items is decreasing, meaning that patrons are finding what they need more often in our collection.
- f. An Application will be submitted in February for a Block Grant from the Provident Bank to underwrite programming.
- g. New library website will be launched in February with no downtime during the transition.

VII. Committee Reports

- a. Building Preservation Committee - No reports at this time, the next scheduled meeting was agreed upon as 2/8/2012 following the regular LBT meeting to discuss sending data to the mayor about library building needs.
- b. Director Review Committee – No reports at this time, the next scheduled meeting was agreed upon as 3/14/2012 following the regular LBT meeting to discuss and author a mission statement.

VIII. Unfinished Business: None at this time.

IX. New Business: Ongoing staff appreciation, Trustees discussed writing a letter to the editor recognizing the staff's hard work.

X. Other: None at this time.

XI. Adjourn: There being no further business, Ward moved and Buckley seconded a motion to adjourn. The motion was approved unanimously at 8:00pm.