

## Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, January 9, 2013

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

I. Call to Order: 7:00pm

II. Officer Elections/Committee Assignments 2013

- a. Peter Sheridan was nominated for the Office of Chair of the LBT by Dunford, seconded by Ward, and voted in unanimously
- b. Jonathan Sherwood was nominated for the Office of Vice Chair of the LBT by Merrill, seconded by Deschenes, and voted in unanimously.
- c. Gail Browne was nominated for the Office of Secretary of the LBT by Buckley, seconded by Merrill, and voted in unanimously
- d. The Finance Committee includes Laura Buckley , Mary Dunford, and Philip Merrill.
- e. The Preservation Committee includes Roger Deschenes, David Pressley, and Jonathan Sherwood.
- f. The Director Review Committee includes, Gail Browne, Peter Sheridan, and Jane Ward.

III. Secretary's Minutes

- a. Last month's minutes (12/2012) were accepted unanimously on a motion to accept by Buckley, Dunford second.

IV. Budget Report: Budget Report submitted and reviewed.

- a. Budget Report was reviewed and discussed, and it was noted that the line item budget items of Periodicals and Automation are at high or full percentage of spending because they are for the most part paid up front at the beginning of the fiscal year.

V. Communications:

- a. No new communications were received for the LBT.

VI. Director's Report: Review Director's Report reviewed and discussed

- a. The library staff had an all day staff development day. An outside trainer, Keli Trejo of *Executive Launch and Reboot* came to facilitate staff development on customer service, conflict resolution, and effective communication.
- b. Building Maintenance update includes the installation of new carpeting in some areas on January 2<sup>nd</sup>, an electrical upgrade to the patron Internet area on January 7<sup>th</sup>, and the next phase for the Amesbury room is the custom shelving which will be installed by early February.
- c. The second annual Cooke Walk was a success, making close to \$400.
- d. Output and Measures Highlights include website usage up 43% over last year, and an increase in Amesbury-owned items as a percentage of total circulation which means that patrons are finding what they need more often in our own collection.

VII. Committee Reports:

- a. No new reports at this time. A finance committee meeting will be scheduled in March.

VIII. Unfinished Business:

- a. Reminder to LBT to sign their Campaign Finance Report at the City Hall.
- IX. New Business:

- a. No new business.

X. Other: None.

XI. Adjourn: There being no further business, Dunford moved and Merrill seconded a motion to adjourn. The motion was approved unanimously at 7:25pm.