

Amesbury Public Library Board of Trustees

Newburyport Five Cent Savings Bank

Wednesday, May 9, 2012

Members Present: Gail Browne, Laura Buckley, Mary Dunford, Johanna Kimball, David Pressley, Peter Sheridan, Jane Ward.

- I. Call to Order: 7:01pm
- II. Secretary's Minutes
 - a. Last month's minutes (4/2012) were accepted unanimously on a motion by Sheridan, Kimball second.
- III. Budget Report: Budget Report submitted and reviewed.
 - a. 2012 Budget Report - actuals on target for everything with overall budget spent at 81%.
 - b. Update on FY 2013 Proposal – The FY2012-2013 Library budget will be presented for the Municipal Council Finance Committee by Patti Ditullio on 5/24/2012 at 7pm in the Town Hall Auditorium. The tentative Municipal Council Public Hearing is set for 6/19/2012.
- IV. Communications:
 - a. The new library trustees email account had an email from a citizen asking about cleanup of library grounds, tree trimming, and landscaping. The email was discussed and a reply will be sent explaining the area surrounding the fountain is considered a city park. There is no library budget money for landscaping, trees are pruned for safety issues only, and through the Friends the library is trying to organize seasonal cleanup library grounds days.
- V. Director's Report: Review Director's Report reviewed and discussed
 - a. The redesign of the circulation office has earned points toward town insurance credits because we have improved workplace safety.
 - b. An emergency cleaning crew was hired in April following an incident in one of our public bathrooms. We may need to consider hiring a custodian in some capacity for FY2013-2014 as the library has too much foot traffic to have adequate cleaning and maintenance through a nightly cleaning crew.
 - c. The On The Same Page grant events have been very well attended. Catalogued copies of the book have circulated 71 times and we've given away over 50 complimentary copies.
 - d. The staff continues to attend professional development and city and MVLC meetings.
 - e. YTD comparisons on library usage again show large increases. For a city of our size we have a very high usage number with over 8000 active cardholders.
- VI. Committee Reports:
 - a. Director Review Committee met on 4/11/2012 to formulate a mission statement for approval at this LBT meeting. The mission statement was submitted and reviewed. There was a motion to approve the Director Review Committee's mission statement by Peter Sheridan, and it was seconded by Mary Dunford and unanimously approved through a vote.

- b. Building Preservation and Maintenance Committee will meet tonight following the LBT meeting and report back at the June LBT meeting.

VII. Unfinished Business:

- a. The LBT page on the city website is now populated with a list of the LBT members and a link to the library website. An email account librarytrustees@amesburyma.gov was made for the LBT through the city's system and is available at the LBT page of the APL website. This email account will be monitored by the LBT Secretary who will acknowledge citizen's email with a reply and bring the email to monthly meetings and share them with the group during the Communications agenda item, where they will be discussed and a reply will be made by the secretary at some point after the LBT meeting.

VIII. New Business:

- a. Reminder that the library will close early, at 3pm, on 5/11/2012 for the Prom Night Promenade.

IX. Other: None at this time.

X. Adjourn: There being no further business, Ward moved and Buckley seconded a motion to adjourn. The motion was approved unanimously at 7:22pm.