

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank

Wednesday, February 14, 2018

Members present: Bethany Sullivan - Chair (BS), Brenda Rich (BR), Laurie Cameron (LC), Gail Browne (GB), Mary Dunford (MD), Stephen Dunford (SD), Nicole Harry (NH), Kate Currie (KC), Anne Campbell (AC)

Members Not in Attendance: none

APL Director: Erin Matlin

APL Reference/Local History/Teen Librarian: Margie Walker

I. Call to Order (by Bethany Sullivan): 7:00pm

BS suggested that Margie's presentation be moved to the beginning of the meeting. SD made a motion to move the presentation. BR seconded. Motion to move presentation was unanimous.

A. Margie Walker presentation - moved to beginning of meeting. Margie presented on her career path, overview of collection, current responsibilities, accomplishments and future goals.

II. Secretary's Minutes (January 2018)

Bethany asked for questions or comments on minutes from January. GB made a motion to accept the minutes as recorded. SD seconded the motion. Motion to accept was unanimous.

III. Budget Report

- There is a current pending payment of \$500.00 to Equitous. Waiting on warrant from MVLC in order to pay.
- Will go over budget in office supplies line item. This is a normal yearly occurrence.
- Discussion of State Aid going up again as a payment was recently received. Landscape project will be next state aid project.

IV. Communications

None.

V. Director's Report

- Staffing: Fill open Page position soon
- DPW has been attentive
- The Library Improvement Task Force will be meeting with Mountaintop Landscape on March 21 at 9:30 AM. Meeting will be at the Library.
- Social media numbers have been going up.
- Quite a few professional development and other meetings were attended by staff in January.

- Equitous - Christine Letterman from Equitous has been very attentive to the needs when Erin calls. Christine has offered to attend a Trustee meeting to introduce herself. Christine has suggested a replacement schedule for all computers and laptops. Schedule will take us into FY2021. Erin reached out to the Provident Bank and has asked for \$100,000 multiyear donation to cover the computers and laptops. Erin is waiting on Provident's response. Erin will come back to us with a definitive schedule as well as cost and planning Christine suggests as early as FY18 to replace 6 public computers, 2 children public computers, Meghan's laptop, Cassie and the deep freeze. Server is probably FY18/19 depending on receipt of money from Provident or another source. State Aid to be used as a last resort.
- Erin has put in for capital request for the rugs, the computers may be something to ask for as well since Christine has mentioned they will be needed sooner than later. SD mentioned mayor's assistant used to do grants. Erin will ask Evan if this is something still offered and something we may consider.
- PJ Drive - Still going on, collecting until Saturday, March 5
- Year of Baskets - January's basket of spa and relaxation was raffled off and \$129 was raised. Current basket is Amesbury basket until end of February. March basket is tea and coffee.
- Amesbury is in the top 5 for Small Business Revolution! Staff is actively getting patrons to vote and voting themselves.
- The "Why you love your library" is still going on. Go to library and write on a heart why you love your library.

VI. Committee Reports

- Library Task Force plans to meet on March 20th at 9:30am at library w/Mountaintop Landscape
- Finance Committee: met January 31 to go over budget FY19. Presented at February trustee meeting.

VII. Unfinished Business

A. Landscape Project Update: Library Task force PLAN ON meeting March 20th, 9:30am at library w/Mountaintop Landscape

B. FY19 Budget - Erin confirmed with MVLC the MAR is lower right now. Both Erin and Kim are requesting a pay increase. Kim has hit the ceiling and is only eligible for COL increases. Erin currently makes less than surrounding towns library directors. Each is asking for \$10k. She also mentioned breaking it up \$5k each over the next 2 years if better. BS asked if this is the way for Erin to go about a pay increase, does it belong in the budget? Should it go to the mayor? Erin said that Jim, the CFO, told her to put it in the budget. GB mentioned maybe she would miss this budget cycle and lose out if she waits to meet with the mayor. Erin should ask the mayor for a review on a yearly basis where she can discuss these issues.

Erin has a non-union contract.

Requesting increase in hours for Archivist Meghan Peterson from 18 hours to 35 hours. She has been asked by multiple departments for assistance.

KC asked about the difference of library office supplies in 2011 to current. No immediate answer but it is thought something was removed from the line item in 2011.

Request for increase in consortium line to cover mandated yearly increase
SD recommended that on budget software lines that we cannot change “department requested memo” there should be an explanation. Erin explained she has a breakdown with notes in the software. It does not print out. Mayor does see whole picture when reviewing the budget.
Education Incentive: Union members receive an education incentive. One employee is currently receiving a stipend for further education. Erin asked the City CFO, Jim, how she budgets for this in the future. Jim mentioned maybe budgeting for 2-3 would be safe. GB said not necessary at this time since there is no anticipation of another employee using the benefit in near future.
MD made motion to accept the budget as presented by Finance committee and Erin. SD seconded. No further discussion. Motion was unanimous.

VIII. New Business

A. Approval of Amesbury Library Storm Policy - Erin will amend, adding “will make the decision”. SD moved to accept the updated policy as amended. BR seconded. Vote was unanimous.

B. Community Information Policy Review: Update “approved and dated by the Director.” Update Town to read as City. Move “the number of postings etc” to the first paragraph after 2nd to last sentence. Will be reviewed and approved at next meeting.

IX. Other

A. Amesbury 350th update - GB met with Sandy, Bonnie, Katelyn on 19th. Clarified funding Kitchen Local. GB gave 350th committee a spreadsheet indicating \$1200 pledge in support of the library’s three programs. KC mentioned she thought it was \$1000 pledge. Scavenger hunt TBD July.

B. Task Force Project - GB brought up the ceiling cracks in the reference area, directly below the Children’s room. Erin suggested calling Denis Nadeau the building inspector to look at ceiling and get his opinion. The task force will discuss at the meeting in March.

C. A patron went into the library to complain that she put a book in the book drop but it was never scanned back in as received. The patron received a bill from MVLC for the book. Erin explained the communications to not put book in book drop during a storm. Erin said the patron seemed fine after their discussion. The patron then posted on social media complaining about demeanor of librarians and service. Erin is adding new staff procedure that when this type of situation occurs, the staff should void the bill for lost item to ‘claims returned’ and make note on patron card to keep track. As some loss is expected, this new procedure will avoid any unnecessary issues with patrons.

X. Adjourn - SD made a motion to adjourn. Seconded by NH at 8:49. Vote was unanimous.