

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, March 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 Head of the Children's Department - Clare Dombrowski

I. Call to Order (by Bethany Sullivan): 7:01pm

- BS suggested that Clare's presentation be moved to the beginning of the meeting.
 - A. Clare Dombrowski presentation - moved to beginning of meeting. Clare presented on her career path, overview of collection, programs, projects, accomplishments and future goals.

II. Secretary's Minutes (February 2018)

- Bethany asked for questions or comments on minutes from February. Erin updated the PJ drive date ending to 3/10 from 3/5. SD made a motion to accept the minutes as recorded. NH seconded the motion. Motion to accept was unanimous.
- Bethany asked for questions or comments on minutes of the February 28th meeting to vote to close the library for active shooter training. SD made motion to accept, MD seconded. Vote was unanimous with NH abstaining from vote because she was not in attendance.

III. Budget Report

- A. Close to office supply limit
- B. Erin not concerned about Equitous coming close to limit
- C. Meghan received a check from the Library Charitable Trust for \$21,300.00 that will go toward local history. There are other trusts that we have access to the interest from the trusts. Erin plans to sit with CFO and discuss how to access and rules around accessing.

IV. Communications

- A. Erin received a letter about Clare's appointment to committee for Association for Library Service to Children's Notable Children's Recordings Committee. The committee will meet at the ALA Annual Conference in New Orleans, Decision will be made in January 2019.
- B. BS reached out to former grant writer, Kendra Amaral to gather information. She stated that the state has some grant options for libraries but it has been a long time since she has done any. She referred Bethany to the grant clearing house on mass.gov for more information.
- C. BS reached out to Denis Nadeau, the city building inspector but has not heard back.

V. Director's Report

- A. Snow days have caused closures and delayed opening. Library was closed Thursday 3/8 and open on Friday 3/9 but without internet access. Internet was fixed by Monday morning 3/12. Also closed 3/13 and had a delayed opening 3/14.
- B. PJ Drive ended on 3/10
- C. Grab and Go Books - staff will put together bag of books and patrons will come by and pick up books.
- D. Old books that are taken off the shelves to make room for new books are sent to Better World Books.

VI. Committee Reports

None.

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 mentioned May 16th she is presenting to the City Council.
- C. June 12 is public comment City Council meeting and overall budget vote by City Council.
- D. Erin, BS and GB met with the Mayor. Jim the CFO and Evan were in attendance. Meeting went well, not any real feeling on how it was received. They also discussed a new process for Director for requesting raises instead of putting it in the budget going forward. New technology was discussed and the ongoing cost associated with it. It was stated again what exactly State Aid is able to be allocated for. Expecting to see the mayor's budget about a week prior to Erin presenting on May 16th.

VIII. New Business

- A. Approval of Community Information Policy - Erin updated librarian to Director, moved a couple sentences around. Changed town to city. Motion to accept updated policy as amended to remove words "on duty" after librarian. SD made motion to accept, BR seconded. Motion passed unanimous
- B. Request to Display Artwork Policy Review: Update town to city in two places. Update Erin's current extension. Remove "to it's mission" in 4th paragraph. Remove "assistant" in all places and leave as Director. 2nd paragraph, update "and will be provided by the artist". SD motioned to table because of the changes that need to be made. LC seconded. Tabling motion was unanimous.
- C. Claims Return Procedure - New procedure put in place for the library staff. Update "they claim to have returned to the library". 1st paragraph, change patrons to patron. Erin to check on "claims returned" to see if it should be "claim" or "claims". SD motioned to accept Claims Procedure as amended, KC seconded. Vote was unanimous to reject claims procedure until next meeting. SD made motion to table procedure, BR seconded, vote was unanimous.
- D. Plan for Emergency Meetings - Meetings related to closures. SD stated we should go to city council and ask how to handle future meetings when a closure is on the table. Can we assemble 5 which forms a quorum and hold the meeting.

E. Meeting with Chief of Police regarding Walk-Throughs - Erin emailed Officer Guilmette to ask about walk throughs after school. Officer replied to Erin to say to contact him or emergency personnel. Erin not looking specifically to address issues but to have a presence to deter disruptions. GB suggested communicating directly with Principal Curry from AMS to see if SRO can finish off his day doing a walkthrough at the library. Erin to let us know if situation improves.

IX. Other

A. Amesbury 350th update - GB gave update that we received funding of \$1,000.00 for the Amesbury Eats at Kitchen Local Event on March 22nd. For the event on May 27th - Amesbury Treasures Day, trustees are asked to be in attendance and respond to Meghan if we can attend. The event is at the Library 12-2pm with a tour and talk by Jay Williamson.

B. Equities Update - Erin spoke with Christine. MVLC will need APL (and all consortium libraries) to replace network equipment, ~ \$10,000. Server would just be staff. Separate computer and desktop for licensing, Cassie and Deep Freeze, total \$5000. PC to manage Cassie \$1400. Replace server which is estimated between \$10K-12K. Total for phase one \$18,400. Does not include network equipment, Erin will get us more information. SD asked if it's going to be Windows 2012. She also mentioned 29 machines to replace, \$2K each. Equitous can set up desktop software and support our IT systems for about \$25k/year, it would have remote capability. FY18 goal to update/replace Cassie/Server/Meghan's computer and so on over the next few fiscal years. Phase 1: take out of state aid if need be. BS said to hold off until we see what we get for capital improvement as the intent of state aid is not to be used for this purpose. Erin suggested separating out the requests into 3 different requests. With emphasis on the \$18,400 being a priority. SD asked Erin to work on the price tag and breakdown of plan.

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