

Amesbury Public Library Board of Trustees

Newburyport Five Cents Savings Bank
Wednesday, April 11, 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 Circulation - Michaela Pelletier

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

A. Michaela Pelletier presentation: moved to beginning of meeting. Michaela presented on evolution of the library and her career including growth and changes, accomplishments, circulation, new building wishes.

II. Secretary's Minutes (March 2018)

- Bethany asked for questions or comments on minutes from March. BR made a motion to accept the minutes as recorded. MD seconded the motion. Motion to accept was unanimous.
- Bethany asked for questions or comments on minutes of the March 20th meeting with Mountaintop Landscape to review project.

III. Budget Report

- A. Over in office supplies and periodicals. One more order for office supplies this fiscal year. Erin may review periodical companies after this year for different pricing before renewing with EBSCO due in October. \$3600/yr currently for magazines. Look for usage of periodicals and newspapers to discontinue/get new. Overdrive is going to begin offering magazines, may drop paper magazines and offer Overdrive, will review details and get back to trustees as soon as she can, maybe July.
- B. Second state aid payment made. Landscape going to be coming out. Post Office and Hot Spot currently coming out monthly. There is a discussion on taking these out of the state aid since it's a monthly payment, should be put into budget. Erin thinking of putting it into Materials.
- C. Gail discussed Library Travel, what does it include? Erin explained it is only mileage. 3 people going to MLA, Library Travel will pay for that. Clare's trip will come out of State Aid.
- D. Gail asked if there is currently a running tally of how much money has gone to Equitous so far. Suggested to keep a running balance so we can keep track and show how much we have paid in the event we enter into contract in the future for their services.

IV. Communications

- A. Letter from State Aid, \$11,157.95. Total \$ 21,848.67
- B. Bethany emailed the city Building Inspector. He went to the library the same day. Geoff from the DPW and Denis, the inspector, both agreed that the ceiling needed to be fixed.

V. Director's Report

- A. 1 vacant page position; should be posted after April vacation

VI. Committee Reports

- A. Library Task Force: Met with Mountaintop, Matt Bailey and Geoff Cyr from the DPW was present. Same plan in place for moving forward. Irrigation will need to be investigated. Geoff brought up maintenance and how will we keep up the work done. \$9425 original quote + \$1700 maintenance.

VII. Unfinished Business

- A. FY19 Budget - Erin mentioned May 16th she is presenting to the City Council. Erin emailed Jim, CFO, about the budget and capital improvement. She hasn't heard back from him yet.
- B. The mayor will probably have his budget available to the public on or about May 8th.

VIII. New Business

- A. Approval of Request to Display Artwork - GB made a motion to approve the policy with the capitalization of L in the fourth paragraph and 5th paragraph, that "they deem" inappropriate. SD seconded, motion to approve was unanimous.
- B. Request for Accommodations Policy Review: Discussed changes to the policy. Erin will make changes and board will review in May.
- C. Claims Return Procedure - Final Review: reviewed and Erin will add to her procedures.
- D. Library Card Purchase: Library ran out of cards, needed to order them, first time in 3 years. Price had gone up a little. Cards have always been paid out of state aid. Erin looking for approval to pay invoice. GB made motion to pay the invoice for the library cards in amount of \$1100, seconded by BR. Vote was unanimous.
- E. Open, Sunday 5/27/18 for 350th - 12-2, only first floor, no bathroom use. Pamphlets for patrons. Suzanne will be there for the hats. Erin taking comp time. Meghan will be paid. Meghan will have her Amesbury Eats easels for show. SD moved to move to unfinished business. GB made a motion to have library open 12-2, MD seconded. Vote was unanimous.
- F. Ceiling Issue in Main Room: Denis and Geoff came to library. Agreed the ceiling needs to be addressed. Suggested we find outside company to handle. Geoff was going to send Erin an estimate on what it could cost, she has not heard. Could take 3-7 days, all items removed, Circulation would need to relocate while they worked. 2 day prep, one to move everything. 4 paintings would need to be moved, stored. Meghan is aware. GB suggested going to Mayor and making him aware of the issue and how serious Denis and Geoff said the issue seems to be. The cracks are growing and increasing in numbers. Erin going to make appointment with Mayor and her and Bethany will attend.

IX. Other

- A. Amesbury 350th update - Amesbury Eats at Kitchen Local Event on March 22nd.

- B. 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.
- C. Plan for Emergency Meeting: Core group to show up for emergency meetings.
- D. Police Walk Through Follow Up: Ron emailed Erin back to contact emergency services if there are any incidents. There hasn't been any walk throughs.
- E. Landscape Project: Table for now due to the importance of the servers.
- F. Computer Update: Replace server, move Cassie off the server, replace 2 computers = \$22K - this would be Erin's wish. Discussed how to pay for annual services, \$25k, after we approve the ASAP costs. Possibly reference position will pay for the annual services, it's about \$30k yearly. The capital improvement for \$75k may be a solution, still waiting to hear back from the mayor. AC brought up seeing if Christine can provide a "bandaid backup". Discussion about approving ASAP. GB made a motion to allocate \$22K from State Aid to install the ASAP portion of Equitous' write up, AC seconded. Further discussion, SD asked for RAM specifications on current server and new server for comparison, more detail is needed. Vote was voted down. GB made a motion to present us with an invoice of services, products, specifics. LC seconded. Erin to ask Christine to get the info and invite her to the meeting which will be scheduled at that time.

- X. Adjourn - MD made a motion to adjourn. Seconded by NH at 8:53pm . Vote was unanimous.