

Amesbury Public Library Board of Trustees

Amesbury Public Library  
Wednesday, May 9, 2018

Members present: Bethany Sullivan - Chair (BS), Gail Browne - Vice Chair (GB), Laurie Cameron - Secretary (LC), Mary Dunford (MD), Brenda Rich (BR)

Members Not in Attendance: SD, NH, KC, AC

APL Director: Erin Matlin  
Presenter: Suzanne Cote, Head of Technical Services

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

Presenter: Suzanne Cote, Head of Technical Services: 46 year veteran of the Amesbury Library. Check in newspapers, daily mail, check in magazines. Catalogs everything that comes into the library. All new material, donations. Barcodes all materials. Labels printed for everything, re-package appropriately for library use. Orders all large print, audios and play-aways and also responsible for weeding. Deletes the items in the computer. Attends meetings every other month with all the other catalogers in the MVLC, attends trainings.

II. Secretary's Minutes (April 2018)

1. Minutes dated April 11, full board meeting. MD mentioned to update DPQ to DPW under Communications. LC to ask City Clerk if she wants copy of minutes from meetings. MD made motion to accept the minutes with correction. BR seconded. Unanimous.
2. Minutes dated April 19. GB made motion to approve the minutes as presented. MD seconded. Unanimous with BR abstained. Approved pending rule verification that 4 is ok to vote.

III. Budget Report

1. Library Gift Account: some of the money in account is earmarked for specific purposes for preservation (archivist Meghan). Erin keeps track. Question about if money can be used for items such as landscaping and or computers. Erin will followup. GB anticipating Mayor asking trustees what other money is available and Erin should be able to tell him what is available and what it earmarked for specific expenditures.
2. A community member approached Erin about beautifying the back area near the ramp. Erin asked her to keep her updated.

IV. Communications - none

V. Director's Report

1. Erin received ok to post for the page position
2. Library received AED from Amesbury Health Care Trust Commission. Training to follow from the Fire Department.

3. Kim and Erin attended a meeting at the Rockport Library to see Warren Graham who is known as the black belt of the library. Great staff ideas, Erin will be implementing some ideas for the staff.
4. The Friends changed the meeting time to 6:30pm from 7:00pm starting in June. It's also Membership month in May for the Friends.

## VI. Committee Reports

1. Long Range, Preservation and Director review should meet soon. The chairs of each committee will organize the meetings.

## VII. Unfinished Business

- A. FY19 Budget: Erin presenting next Wednesday, May 16th. Erin received the budget today from City Hall. The 18hour reference position was taken away, Archivist (Meghan Peterson) did not get full time, she's still at 18 hours. Erin emailed Evan to ask about their insight as to why they eliminated the position and declined Meghan's full time. On the line item Meghan's salary does not reflect full time but it is indicated she is full time. Erin going to wait on response. No technology line, no increase training. Increase in office supplies by \$1,905. Increase in library books. Erin and Kim both received pay increases, lower than requested. Consortium fee was increased by \$153.00. Repair and maintenance was cut by \$323. Bethany to send out email with a link to the full budget, Erin presenting to city council on May 16th. June 7th is public comment on budget and city council vote on the budget.
- B. Bid Process Update (Computers/Servers): Erin sent bid email to Gail and Bethany for review. Sent to Mayor to make him aware. Erin to send out email on Friday to Equitous, Commsat and BrandyWine. Quotes due back by May 29th. Our decision will be made by June 11, will need to meet prior. Suggested dates are 5/31, 6/5. BS will send out email to schedule.

## VIII. New Business

- A. Approval of Request for Accommodations Policy: Erin made changes that were suggested. GB suggested the last sentence eliminate the last 2 words "of location". GB made motion to approve the APL Library Programs - Requests for Accommodations with updates. BR seconded. Unanimous.
- B. Policy Review: Materials Selection Policy: Erin's staff currently reviewing, would like to wait for their feedback. BR suggested in Appendix B adding the question "Have you thoroughly reviewed the material?". GB suggested adding a link to the ALA for reference in the case of verbiage changing. Discussed some updates to the wording in Appendix B. Will continue the review at our next LBT meeting.
- C. Ceiling Issue in Main Room, Update - Erin has asked DPW and Building Inspector to help find a company to assist in getting estimates. She has not heard back. BS suggested sending email to make them understand that the trustees feel that this is an urgent issue and cannot wait.

## IX. Other

- A. 350th Update – Library will be open 12 – 5pm for Incorporation Day, May 27<sup>th</sup>, as part of the 350<sup>th</sup> Celebration. Bethany is sending out email to get coverage for that time from library trustee board members.

- B. Landscaping Project Update: Erin put landscaping off for now until we have more information regarding the computers and how much state aid money we will have left to fund it. She spoke with Matt Bailey and will get back in touch with him when we have more information to let him know if we can move forward with his quote.
- C. SD did a writeup on his review of the current server situation and inventory as well as making a backup copy of the server data.
  
- X. Adjourn at 8:34pm : LC made a motion to adjourn, MD seconded. Vote was unanimous.