

Amesbury Public Library Board of Trustees

Amesbury Public Library
Wednesday, September 12, 2018

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

Members Not in Attendance: Kate Currie (KC)

APL Director: Erin Matlin

Presentation of Katherine Szuplat: Circulation desk: presentation on her career path, duties and responsibilities.

I. Call to Order (by Bethany): 7:03pm

II. Secretary's Minutes (July 12, 2018) - GB made motion to accept minutes with correction from Brown to Browne for Gail's name. NH seconded. Unanimous with BS and BR abstaining. Secretary's Minutes for June 8, 2018 by GB -AC made motion to accept minutes from June 8, 2018. BR seconded. Unanimous.

III. Budget Report: Erin reviewed FY 2019 budget.

IV. Communications: none

V. Director's Report:

A. Reviewed programming over the summer.

B. MVLC installed the 2 new computers last week. Erin to follow up with Librarica about updating CASSIE.

C. Word of Mouth Marketing Workshop: Erin, Kim and Dorothy attended. Best practices of libraries in area.

VI. Committee Reports: Director Review Committee: Director Review has been completed and final copy was sent out to LBT with monthly packet. SD proposing a new template be created to move from a 3 ranking to a 5 ranking system. Would like the committee to meet in October to review.

VII. Unfinished Business:

A. Server report: John the city IT person worked on the server. GB sent an email to the Mayor, Evan Kenney, John Dubuc on behalf of the LBT stating that now that the server has been "updated" we need another meeting to discuss how to move forward regarding protocol for ongoing technical support as needed, and request to receive documentation of services provided,

both software and hardware. Erin met with Evan and requested a meeting with Mayor, Evan, Erin and 2 trustees about this issue.

- B. Bethany received email in trustee email from John stating he repaired the hardware by replacing a drive.
- C. Ceiling update: Erin requested a ceiling update with Rob at DPW, Meghan Peterson, Erin, Evan, Mayor. GB suggested ceiling fix be funded as Capital Improvement project. Or find a city councilor to sponsor the project as it is outside of our appropriated budget. Capital requests due in January before budget process.

VIII. New Business

- A. Policy review - AC sent some updates to Erin for the Collection Development Policy, Erin to review. Trustees to review Policy, vote moved to next meeting
- B. Staff Day - December 20th - Matthew Page-Shelton of Lahey Health Behavioral Services: \$300 fee, has done other library presentations 9-11. 11-12 staff activity. Lunch 12-1 and library will open at 1pm. GB made motion to close library from 9:30am-1pm on December 20th for the staff development ½ day including Mathew Page-Shelton's presentation, SD seconded, unanimous.
- C. SD made motion to pay the \$300 for the speaker fee on 12/20/18 from state aid funds, LC seconded, unanimous.
- D. Suzanne Cote has decided to retire as of 11/30/18. Erin to plan party, will let trustees know details. As a result, Erin and Kim working on updated Tech services job description and will submit to union for approval to change it to an MLS position.
- E. Computer priority list - Erin and Kim to create list of staff needs for new computers. Meghan and Kim's need immediate attention, as do the 2 staff computers in Children's area. Erin would like to take action to replace the computers immediately. MVLC will do installation. \$3828.00 estimate (5 desktop computers and 4 monitors). SD made a motion for up to \$4000 for the computers & monitors to be paid out of state aid. AC seconded. Unanimous.
- F. Staff Customer Service Training - to begin in January 2019. One activity a month such as speakers, role playing, webinars, etc. Possibly present at NELA in 2020 if it is successful.

IX. Other - SD motioned to go to a closed session, NH seconded, unanimous.

X. Adjourn at 9:04pm - SD made motion to adjourn meeting, NH seconded. Unanimous.