

Amesbury Public Library Board of Trustees

Amesbury Senior Center
Wednesday, November 14, 2018

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

Members Not in Attendance: Gail Browne (GB), Anne Campbell (AC)

APL Director: Erin Matlin

Presenter: Amy Cairra - Children's Library Clerk: duties and responsibilities and programs she runs.

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

II. Secretary's Minutes (October 2018): SD made motion to accept minutes, BR seconded.
Unanimous

III. Budget Report: Erin said we may go over in Library Training but no other concerns. We received State Aid, \$10,971.93, it will be reflected in next monthly budget report. Next State Aid will be in April, about the same amount.

IV. Communications:

A. State Aid letter was only communication.

B. SD attended the City Council meeting where they introduced the bill for the ceiling repair. Spoke during public comment regarding the benefits of the library to the community and the state of the building.

V. Director's Report:

A. No power in library on October 16, closed while NGRID repaired. The power was back on by 12:30pm and library opened for the remainder of day.

B. Erin and Kim attended NELA in RI, each attended beneficial sessions.

C. CASSIE is not yet on computers. Working with John Dubuc and Tom at MVLC to work it out. Difficult to get a meeting with John's current availability. Erin is working on trying to get accustomed to the new arrangement with the City servicing the Library needs.

D. Leak in foyer, Geoff Cyr from DPW came to look at it. Looks like it needs to be sealed.

VI. Committee Reports: Preservation Committee: Meghan sent email to Erin and Gail regarding doors restoration. Meghan reached out to a contact and found someone to come out and look at the doors and he said it would be approximately a two month job. Waiting on quote. Erin will have more information at the next meeting. There may be need to have a Preservation Committee meeting.

VII. Unfinished Business

- A. Ceiling Update: Bethany sent email sent on 10/17 to Mayor, CC Evan Kenney, Dennis Nadeau, Rob Desmaris. No response. 10/31 sent another email to Mayor and Evan, CC Erin, asking for update in order to expedite process for ceiling. Evan responded that he was working on it as directed by the Mayor. Erin and Gail met with Rob and Geoff from DPW on 11/8, they found out their intent is to do the ceiling above the circulation desk, Geoff will do the work, will take approximately about 10 weeks. There is a little concern about the \$50K allocated in the bill, there may be an additional cost to store an additional 3 paintings as Meghan has suggested. Bethany to speak with Meghan, get the painting detail, the value. She will follow up with Artex about the insurance and what is covered by existing insurance and how much more will it cost. Bethany will email Christine Dixon, the City Clerk and amend the quote on the painting storage listed in the bill presented to the City Council on 11/13. The bill for funding the ceiling project will be voted on in the Finance Committee Meeting to place on November 27 at 7:00 PM at City Hall
- B. Erin brought up her staffs concern about the closing of the library in reference to the dust in reference to the ceiling project. Erin would like the trustees to think about closing or cutting hours. Starting date will be January 2, Erin would like area cleaned out by 12/25. She is concerned about staffing and being able to stay open as much as possible. *Reduced hours affect MVLC? *Erin will find out more information from the union about how to reduce hours, pay staff, schedule equal hours.
- C. Head of Technical Services position update: moving position to grade 14 from grade 12. Erin has been in conversation with Evan Kenney and sent supporting information of why updating the position to Grade 14 Step 1 is the best course of action. Evan responded that he does not want to move to Grade 14 Step 1. He wants Erin to post it at Grade 12. Erin went to Michaela, Library spokesperson for the Union, the Union will not allow her to post as Grade 12. Garret Mahoney, the area Union leader, to speak with Erin for clarification and more information. Erin, Evan and Garrett will be meeting soon, Erin hopes to change the outcome.

VIII. New Business

- A. Holiday closings for the rest of 2018 will be kept the same as last year.
1. Christmas Eve: Library has been closed in past years, will remain closed.
 2. For 2019, BR made motion to accept Union approved holidays, NH seconded. Unanimous
- B. If holiday falls on a Monday, the Saturday prior must be a volunteer, Union rules. Trustees to approve the following days:
- I. 4/26/2019 Prom - discussion on how to proceed. In previous years, the Library closed at 3pm. NEW POLICY - All staff scheduled that day will stay until 5 PM, the library will close to public at 3 PM.
 - II. 11/27/2019 Thanksgiving Eve - Library will close at 5pm, staff that typically works until 8pm will have to work the 3 hours prior to 5pm that day, during the same pay period, take comp/vacation or choose to not be paid for the 3 hours.
 - III. 12/24/2019 Christmas Eve - closed

- IV. 12/31/2019 New Years Eve - Library will close at 5pm, staff that typically works until 8pm will have to work the 3 hours prior to 5pm that day, during the same pay period, take comp/vacation or choose to not be paid for the 3 hours.
- C. Erin will write up new policy and Bethany will sign. BR made motion to accept Union approved holidays, NH seconded. Unanimous
- E. LC made motion to accept changes to the holidays and events not governed by the Union, NH seconded. Unanimous
- F. Trustee meetings: To stay at Senior Center for 2019. Bethany will book for the year.
- D. T-Mobile Hotspot - Erin would like to order another hot spot for staff to use, non circulation. Would add about \$31 to current bill. Cost would be an additional \$372 annually. Erin will take out of State Aid, and put in a budget line for FY2020. MD made motion to approve getting another hotspot for Library staff use only, SD seconded. Unanimous
- E. APL Customer Service Training Plan: Erin passed out overview of what her and Kim have put together so far and are planning for 2019.
- F. Fax machine, Erin looking into getting one for the Library as a result of the closing of CarriageTown Chocolates. There will be additional cost to phone line but potential to earn money, will discuss in 2019.
- X. Adjourn: SD made motion to table the last two items on under New Business and adjourn. NH seconded. 9:03pm. Unanimous