

**Amesbury Public Library Board of Trustees**

Amesbury Senior Center  
Wednesday, December 12, 2018  
7:00 PM

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

Presenter: Nicole Chevalier, Part Time Children's Library Assistant: duties and responsibilities in the Children's Room.

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

II. Secretary's Minutes (Month/Year) - One correction to date of prom from 4/19/19 to 4/26/19. SD made motion to accept with amendment and NH seconded. Unanimous

III. Budget Report

Erin watching travel but otherwise on track.

IV. Communications

Erin received a thank you note from Suzanne for her retirement gift.

V. Director's Report

A. Kim is currently cataloging as well as her own Assistance Director duties since Suzanne has retired. She has received training from MVLC for cataloging.

VI. Committee Reports

A. Preservation Sub-Committee: refer to minutes for details.

1. SD mentioned that in 1990's that Laura Buckley had the list of the outside funds along with the restrictions. Meghan will follow up.

2. Meghan added that the final maintenance plan should be submitted to the City Council as a heads up.

VII. Unfinished Business

A. Ceiling update: Erin updating Seacoast Lock & Safe to add a lock to the other circulation door.

B. Afford a Move: Erin in touch w/Doug. Estimated \$996.00 to move furniture within the library and some furniture moved to storage. Set to move on 12/18/2018. Items will be stored at 35 Water St. in the Coastal Connections building.

C. Paintings to be packed at the library on 12/20/2108 and moved.

- D. Erin spoke with cleaning company to come in after ceiling project complete and do a complete cleaning while everything is still out of the space.
- E. Erin created a list of information on other area libraries for any services patrons may need.
- F. Erin wrote up a release for media outlets.
- G. Gail to make a motion to close the library for one day and is tentatively set for 12/20 but will ultimately be confirmed by Crozier for the purpose of removal and storage of the paintings for the ceiling project. Seconded by BR. Unanimous
- H. Head of Technical Services position: approved as level 14, Erin waiting on mayoral approval and will be posted internally for 2 weeks then public.
- I. Suzanne's sick time: \$17k maximum.
- J. Technology Plan: Erin and Kim have laid out purchases as to when they will occur for 2019, on hold right now due to ceiling project.
- K. Program Safety; After Hours: Building can only be open during regular hours with 3 employees or more. If a program runs late, past 8pm, should someone need to stay with the employee running the program. At discretion of lead of the program, Erin can offer comp time to an extra staff member to stay and be an extra person while locking up.
- L. Grant update: MBLC requesting a \$250 million bond authorization. If not granted, we may not receive funding in future for new library or renovation project.

#### VIII. New Business

SD suggested that the trustees attempt to get a spot on the City Charter review group.

#### IX. Other

#### X. Adjourn

SD Made a motion to adjourn at 8:34. NH seconded. Unanimous