

Amesbury Public Library Board of Trustees

Amesbury Senior Center  
Wednesday, January 9, 2019  
7:00 PM

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

Members Not in Attendance: Anne Campbell

APL Director: Erin Matlin

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

First order of business is elections for officers:

A. BR nominated Bethany for Chair, MD seconded, unanimous.

B. LC nominated Gail for Vice Chair, SD seconded, unanimous.

C. MD nominated Laurie for Secretary, NH seconded, unanimous.

D. Second order of business is sub-committees: Finance: Mary - Chair, Bethany, Kate

Preservation committee: Gail - Chair, Mary, Laurie

Long Range Planning: Brenda - Chair, Anne, Stephen

Director Review: Nicole - Chair, Bethany, Stephen, Brenda

II. Secretary's Minutes (December 2018) Correction that Meghan was going to follow up on A1, not Gail. MD corrected VII K to read "Building can only be open during regular hours with 3 employees or more". SD made motion to accept minutes as amended, NH seconded. Unanimous. Kate abstained.

III. Budget Report:

A. Suzanne's \$17K is not reflected in budget yet.

IV. Communications:

A. Thank you notes from Tracey Aldrich, Dorothy Purdy, Margie Walker

V. Director's Report:

A. Erin initiated her department heads Director Reports and what she expects in them, included in packet.

VI. Committee Reports: no meetings in December. Preservation Committee to set a meeting in January.

VII. Unfinished Business

A. Ceiling update: Nothing has occurred as of yet. Meghan and Erin attempted to get the paintings down and moved on December 20 but the City legal department reviewed the documents

and needed the Company to sign a form before the Mayor will sign off. Erin is still waiting, she would like to pick a date as soon as it is signed and would like approval to close the library on that date. Erin to follow up with Meghan to see if there are other options as well as follow up with Crozier to push to see if they can sign as soon as possible. Some discussion on reviewing where Circulation desk is now and how possibly to make improvements once project is complete in the whole space.

- B. Head of Technical Services position: One internal candidate, no degree as of right now. Erin has received 5 resumes, posting until February 3 and then begin to review the received applications. Posted on MBLC, MVLC, NH & ME Job Line, also going on City website.
- C. Front doors update: Meghan sent 2 quotes to board. She does recommend that the board approve \$20,000 for this project from the Mary E Sanborn Fund which currently sits \$112,500 with \$35,000 expendable. She asks that the board request in writing to the City c/o Donna Cornoni, Treasurer. Gail proposed approval to have the expendable earnings from the Perley A & Mary E Sanborn Library Fund to fund the restoration and preservation of the library doors using Freddy Roman. Gail will create a memo to be signed by the trustees to send to City Hall that we approved the request from Meghan for money to be spent.
- D. Gail made motion to fund the restoration project of the library historic front doors in the amount up to \$19,200 as quoted by vendor Freddy Roman, with funding to come from the expendable earnings of the Perley A & Mary E Sanborn Library Fund. MD seconded the motion. Unanimous.
- E. Trust Fund Update: Carol Feingold stopped by the Library to advise the us there is money that can expended from the Charitable Trust if we have use for it at this time. Erin plans to meet with her in a small group to find out more. Erin will set up meeting with Carol, Bethany and Gail.

#### VIII. New Business:

- A. Program Safety: After Hours; Erin to meet with her staff tomorrow and discuss options.
- B. Brief discussion of building safety and police officer walkthroughs and response to any calls from Library. Bethany will send an email to the Chief of Police regarding walk-throughs at the library.

IX. Other: ALA mid-winter conference - Clare will be attending ALA conference in Seattle, WA in January, approximately \$1600. She has another conference in June. Erin will bring us receipts on Airfare, hotel and registration for the conference, it will be taken out of training.

SD asked if John, from the City IT, has come by to back up the server. Erin stated no, he has not. MD suggested Erin send email to John telling him the trustees are asking about the back up. Gail suggested that Erin send the email every week until the backup is completed by John.

X. Adjourn: SD motioned to adjourned. NH seconded. 8:36PM Unanimous