

Amesbury Public Library Board of Trustees
Amesbury Senior Center
Wednesday, February 13, 2019
7:00 PM

Members present: Bethany Sullivan - Chair (BS), Laurie Cameron (LC), Mary Dunford (MD), Stephen Dunford (SD), Anne Campbell (AC), Brenda Rich (BR), Kate Currie (KC)

Members Not in Attendance: Gail Browne and Nicole Harry

APL Director: Erin Matlin

I. Call to Order (by Bethany): 7:02pm

II. Secretary's Minutes (January 2019) - Mary made motion to accept minutes as amended with the date updated to 2019. Brenda seconded. Unanimous

III. Budget Report: Review of Clare's reimbursement for her ALA trip, Erin will take payment for her hotel out of Library Travel. The conference will come out of Library Training.

IV. Communications: Received a Legislative Breakfast invite for MA Library Association.

V. Director's Report:

A. Erin submitted the Capital Improvement Request, lower level near vault there is an emergency door, needs to be replaced, she included this in the request to Jim Lynch, CFO.

VI. Committee Reports: Preservation Subcommittee: reviewed minutes, no questions.

VII. Unfinished Business:

A. Ceiling update: Going well, spackling being done, looks good. Erin noticed rug was not covered when the work began. Erin will follow up with Linda at TLT cleaning about clean up.

Erin estimates another week or so depending on any snow fall that may impede process.

B. Grand Re-opening: When the project is complete and they are ready to re-open the space, the staff is looking to have a welcome party to show the patrons the new space with new computer desks and new decor.

C. Front Doors: The money is in the process of being moved from the trust to the gift account and will be officially in the account on February 24th or 25th. Meghan is working with Freddy Roman to schedule time for measurements.

D. Amesbury Charitable Trust: Meeting with Carol Feingold about the Amesbury Charitable Trust. The library will need to do a proposal and submit to the trustees for the Trust.

E. Program Safety: Staff members would have the option to earn comp time and stay during the program to assist and close up with the staff member running the program. Erin to present the option to her staff.

F. Walk-throughs: Bethany sent an email to the Chief of Police regarding walk-throughs. She expressed the board's and the staff's wish that someone begin walk-throughs during the after

school hours of 2:30pm-4pm. Walkthroughs are now being conducted since the email was sent.

VIII. New Business

- A. Program Safety: covered in Unfinished Business
- B. Clare Dombrowski, ALA: covered in Budget Report
- C. FY2020 budget: pick a date for a meeting. Bethany, Mary and Kate. If any trustee has any suggestions to add to budget, send to Erin. Erin has the MAR and has confirmed the MAR with Liz Babbit from State Aid. Erin doing the research to get ready to meet with budget committee.

IX. Other:

- A. Staff Development: Full day for Thursday, May 30th, requesting an all day close. Speaker is Jill Mercurio, assistant director for Newton Public Library. She has done staff training with NELA and her own staff on sexual harassment. Mary made a motion to close the library for the full day, Thursday, May 30th allowing the library to close for the full day for the purpose of staff development. Stephen seconded. Unanimous.
 - B. Request for more technology: Erin presented a packet requesting 2 new staff computers, 2 new computers in the circulation office. MVLC is now offering the purchase of 3 laptops, Erin's request includes one for Erin, one for Kim and one for staff that would be available upon check out and when needed. Erin asking for approval to purchase the computers from State Aid. Anne made a motion to approve the purchase of 4 computers and 3 laptops with the approximate price of \$4200 from state aid, Mary seconded. Unanimous.
 - C. Staff lunches: Erin brought up minutes from 2009 and a discussion of the minimum of 3 staff in the building requirement. Staff is asking on whether the trustees will write up something that says during lunch it's ok to have 2 staff in the building or if staggering lunches. The trustees discussed and decided that staggering lunches from 11am-2pm would work best.
- X. Adjourn: Stephen made a motion to adjourn the meeting. Kate seconded. Adjourn at 8:04.