

Amesbury Public Library Board of Trustees
Amesbury Senior Center
Wednesday, April 10, 2019
7:00 PM

Members present: Bethany Sullivan, Gail Browne, Mary Dunford,
Anne Campbell, Nicole Harry, Brenda Rich, Kate Currie

Members Not in Attendance: Laurie Cameron, Stephen Dunford

APL Director: Erin Matlin
APL Archivist: Meghan Petersen

I. Call to Order: 7:02pm by Chair Bethany Sullivan

II. Secretary's Minutes (March 2019) – Gail made a motion to accept the minutes with one correction, Section VII, front doors project change “Freddie did increase” to “Freddie agreed to increase”. Nicole seconded. Unanimous with Bethany and Kate abstaining.

III. Budget Report:

-Will probably go over in periodicals, training, and office supplies.

-75% through the year with department grand total spent at 70.08%, so overall budget is on track.

-Suzanne's vacation buyout will not be part of the bottom line of the budget.

-2nd state aid payment is coming \$11,354.80, total for year \$22,326.73, not part of appropriated budget.

IV. Communications:

- letter received

-3/27 Bethany and Gail sent an email via library trustees email to the mayor about the status of the front door restoration project requesting a meeting. No response was received even after calling the mayor's office a few days later to followup.

V. Director's Report:

-Staffing - Kim Butler, assistant director, has taken a job as the director of Hamilton/Wenham Library, her last day is 4/25/19. The job has been posted. Two page positions open.

-Building maintenance issues that were fixed: handicap button on rear door fixed by Dorma, staff copier fixed by Cameron office, and Merrimac Glass and Mirror fixed crack on handicapped door. Still waiting on DPW to come by and fix the railing by the staff entrance. Erin will be pricing out LEDs to replace current lighting and will coordinate with Tom Bourasso at city hall.

- Library delays 3/4/19 1pm due to snow, 3/18/19 at 11am due to paintings coming back.

-Friend of the Library completed their Library Giving Day and reached their \$500 goal to be used to buy “Lawn Games” for circulation.

VI. Committee Reports:

-Preservation Committee: Since Meghan Petersen was present it was discussed that it will meet in May to work on the Preservation Long Range Plan. Also discussed was the bulleted building maintenance list, which Erin, Meghan, and Gail will coordinate a future meeting with DPW to create a maintenance schedule for the library.

VII. Unfinished Business:

A. Ceiling Update: Furniture was funded by the city appropriated funds for the project. Furniture arrived and was assembled onsite by DPW. Jeff from DPW will come to take down the wall on 4/19 prior to the library opening. Afford-A-Move will come on 4/22 at 9am to bring furniture back from coastal connections and help move circ desk. Erin is requesting a quote from Morrill Electric to add additional outlets. Erin suggested and the board discussed closing for the Afford-A-Move. Mary made a motion to approve a late opening of 1pm of the Amesbury Public Library on 4/22/19 with staff working normal hours. 2nd by Brenda and the vote was unanimous.

B. Assistant Director Update: Job has been posted. Feedback has been that the salary is lower than other libraries and is only an entry level salary. Some applications have been received.

C. Budget FY2020: On 4/1/2019, Erin, Bethany, and Kate attended a meeting with the mayor to go over the Trustee approved FY2020 budget. Erin will defend the library budget at a 7pm budget hearing meeting at city hall on 5/16/19. The final budget vote is scheduled for 6/11/2019 where public comment is allowed.

D. Front Doors Update/Request: Project is still at a standstill due to insurance coverage issues between the city and the vendor. Discussion concerning insurance coverage issues and cost for vendor to comply with city requirements. Anne made a motion to approve the expenditure of an additional \$5111 for the front door restoration project. Kate 2nd the motion, it passed with 5 in favor and Gail and Mary abstaining. Brenda made a motion to approve the transfer of up to \$5111 from the Perley A. and Mary E. Sandborn Trust in the event that it is needed to complete the front door restoration project. Nicole 2nd the motion, it passed unanimous. Everything is now approved and Erin and Meghan will followup to get the contract signed by the mayor.

E. Programs ending at 7:30pm (program safety and staffing issue) update: The board's recommendation was discussed at a department head meeting. The board is tabling this issue as it will be debated by the union and may be part of the next contract renewal.

VIII. New Business

-Upcoming Election – 4 Seats up for election, Gail, Mary, Stephen, and Brenda. Nomination papers can be taken out 5/16 – 7/26/19. Last day to submit nomination papers 7/30/19. Full Election calendar is posted on the city website.

IX. Other

-Discuss showing appreciation for the assistant director Kim's service to the library with a card and gift before her last day.

X. Adjourn: Kate made a motion to adjourn at 8:37, Nicole 2nd the motion, it passed unanimous.