

Amesbury Public Library Board of Trustees

Amesbury Senior Center

Wednesday, May 8, 2019

7:00 PM

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

Members Not in Attendance: None

APL Director: Erin Matlin

I. Call to Order (by Bethany): 7:03pm

II. Secretary's Minutes (April 2019) - Kate made motion to accept minutes with amendment to change spelling of Meghan as president to present. Nicole seconded. Stephen and Laurie abstained. Unanimous

-April 18, 2019 meeting for electrical work and funding. Stephen made motion to accept minutes from Thursday, April 18th. Bethany, Laurie and Brenda abstained. Unanimous

III. Budget Report: No unusual activity. Erin anticipates being over in travel. Erin will adjust formulas to reflect correct percentage on budget report. Should be 80.41%.

IV. Communications: none

V. Director's Report:

A. Assistant Director position - Erin has been interviewing, has had 4 meetings all with MVLC background. Erin offered position on Tuesday, May 7, candidate has accepted. Aimie Westphal. Held position at the Consortium. Start date is June 6.

B. Erin is waiting on some projects to be completed next week by DPW.

C. John from IT will be by to help with installation of Cassie software.

D. Stephen mentioned sending a thank you email to the DPW for all their work in the library with the ceiling and furniture assembling. Erin will incorporate in with the open house, she is thinking of May 23.

VI. Committee Reports:

A. Director's Review - annual evaluation: updated from 1-3 rating to 1-5. Erin to complete her part and send to committee. Ann motioned to accept the updates to the library director annual evaluation form with amendments to some wording. Mary seconded. Unanimous

B. Preservation committee to schedule a meeting for May 28. Gail to check with Meghan for availability and confirm with rest of committee.

VII. Unfinished Business

- A. Ceiling Update: discussed during Director's Report
- B. Assistant Director position Update: discussed during Director's Report
- C. Budget FY2020: Erin waiting on second meeting with Mayor. May 16 is the budget hearing, we would like a presence at the meeting when Erin will present in front of City Council. Public comment is on June 11, Bethany will speak on behalf the Library.
- D. Front Doors: Kerri in City Hall has confirmed the funds have been transferred. Erin is waiting to hear back from Shaunna at City Hall next week after her vacation.

VIII. New Business

- A. Staff Update: Erin contacted the union for the ok to cover hours with a newly hired **bibliotic** if necessary. So far there has been no need as library staff has been covering the hours.
- B. Yard Games: The Friends have raised funds and provided the library with yard games for checkout. Patrons have enjoyed the items so far.
- C. ALA, Clare: She is going to a conference in June. Asking for \$1403 to cover hotel, airplane tickets and registration fee for conference. Gail made motion to take registration out of training line in budget and the remainder out of travel. Nicole seconded. Unanimous
- D. New Space open House: discussed during Director's Report
- E. Estimate for LED Lighting: Erin got estimates for replacement of all library lighting. Erin to followup with Mass Save for more information.

IX. Other

- A. Elections: Bethany updated us with number of seats available. May 16th is first day to pull papers, due July 30th. Need at least 50 registered voters from Amesbury.
- B. The Charter Review is in the beginning processes. Stephen will be on the committee.

- X. Adjourn: Stephen made a motion to adjourn meeting at 8:09pm. Nicole seconded. Unanimous