

Amesbury Public Library Board of Trustees

Amesbury Senior Center

Wednesday, September 18, 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): 7:00 PM

II. Secretary's Minutes (Month/Year) - July 2019 - Stephen has moved to accept the minutes from July 10, 2019, Brenda seconded. Unanimous

A. Minutes from August 27, 2019 to approve Clare's travel. Anne mentioned an edit to correct the number to \$1350.62 from incorrect \$1350.63. Stephen moved to accept the minutes with the edit. Anne seconded. Unanimous.

III. Budget Report:

A. Building maintenance: \$1688.31 for the new dehumidifier.

B. Kate asked for an update on the gift account. Erin to speak with new CFO to get update.

C. We discussed a payment for the doors project to Freddy Roman. Erin said she will review and get back to the board.

IV. Communications:

A. Bethany received a notification from Maura Deedy from MBLC regarding First Amendment "audits". Discussion surrounded a YouTube video done in a MA library.

V. Director's Report:

A. Page position will be re-posted.

B. Inspector Walk-Through with Ed Mullen: Ed will create a report and give to Erin and she will pass along to the board. We will review report and prioritize. He will be coming to library to meet with staff on September 30 at 8:30am to explain his findings. Board members welcome.

C. Stephen commented on the memo that Aimie put together. He stated it was an excellent write-up. Also suggested we get an external drive to give it to Aimie for back up. And to do a recovery practice to make sure the information is there and it can be retrieved if necessary.

D. Erin will be attending a 3 part Library Director Bootcamp to enhance skills. She will give a summary at the end of the program.

VI. Committee Reports:

A. Preservation Committee Meeting: minutes in packet.

VII. Unfinished Business

- A. Front doors: Final measurements for temporary doors have been done. Erin expects to hear from Freddy about when the doors will be taken offsite for restoration and the temporary doors will be installed.

VIII. New Business

- A. Fax/Phone Upgrade: Erin needs a phone line for faxing. Rick, the city's phone contractor, gave Erin an estimate. Wires need to be moved and cleaned up. Also related to the building inspection by cleaning up the wires. Erin would like to move forward to clean it up for appearances as well as building inspection requirement. Stephen made a motion we allocate up to \$4900 dollars out of State Aid to accept the RICKTEL Communication, Inc proposal. Kate seconded. Mary brought up discussion around where the money should come from in the budget, ie: building maintenance. Vote was seven in favor, two nay. It was decided to be taken out of State Aid.
- B. DVD Security Cases, Cost and Vote: Erin would like to make a large purchase for new DVD cases. Erin asking which proposal to go with and where the money should be coming from. The DVD case purchase is usually taken from Office Supply. Decided to continue to take from Office Supply line in budget. No vote needed
- C. Thanksgiving Saturday: Erin would like approval to have the Saturday after Thanksgiving library hours be 9:30am-1:00pm staffed with 4 staff. Discussion and no vote needed.
- D. Estimate for Lower Level Storage room: This room will be needed for items currently stored in other places in the library. The building inspector requires removal of these items from their current locations. No information as of yet from Geoff, he will get Erin an estimate. She will follow up with the board when she gets it.

IX. Other: none

- X. Adjourn: 8:25pm. Stephen motioned to adjourn, Nicole seconded. Unanimous