

Amesbury Public Library Board of Trustees

Amesbury Senior Center

Wednesday, November 6, 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

Presenting Kerry Ann Remillard: Head of Technical Services; Kerry Ann explained her duties and responsibilities of Technical Services.

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

II. Secretary's Minutes (October 2019) - Stephen made motion to accept the minutes, Anne seconded. Unanimous with Kate abstaining.

III. Budget Report:

A. The travel line has been corrected, the money was taken from State Aid as it was originally intended.

IV. Communications:

A. Bethany sent an email to the Mayor telling him that Erin's Director review has been done and to let her know if he would like to see it.

B. Erin spoke with the Mayor and he requested to see an approximate estimate on some of the items on the Building Inspectors report. He followed up with an email to Erin.

C. Stephen requested the final Library Board of Trustees election results be included in December's packet.

V. Director's Report:

A. Erin continuing with staff evaluations. Reviews are given to City Hall where they are put on file.

B. Progress has been made on the Building Inspectors report items.

C. Downtown Trick or Treat was a success. Treats were purchased with State Aid.

D. Aimie, Kerry Ann and Erin attended the NELA conference.

E. Census Day at the Library: November 18, 2019 11:30am - 2:00pm

VI. Committee Reports:

A. Preservation Subcommittee Meeting: Minutes in packet.

B. Erin let us know that the staff railing was installed today. This has been on the libraries request list for the DPW for about a year.

## VII. Unfinished Business:

- A. Rick from RICKTEL came about the Fax/Phone Upgrade. The fax line is going to be installed and clean up some wires that are running across the floor. This will be done on a closed day, Sunday, November 10. Aimie will be in the building with him.

## VIII. New Business

- A. Erin will get the 2020 meeting dates for next meeting
- B. Long Range Plan - due October 2020. Erin will reach out to the committee members. Members will change in January. Brenda will send out an email about reviewing the Long Range Plan. They will meet December 6 at the library. Erin to speak with Meghan about coordinating the Preservation Long Range Plan with the Library Long Range Plan.
- C. DPW Update: Erin met with Rob and Evan at DPW. Erin expecting Geoff to come back this week regarding the punch-list for the AC, fix leak in foyer, cleanup lower level egress area. We discussed the possibility of putting a 10 hour position for next fiscal year in the budget to have someone on staff for building maintenance.

## IX. Other

- A. Bethany discussed election results. With Kate having to resign, the candidate receiving over 30% of the vote could be appointed.

- X. Adjourn: Stephen made a motion to adjourn, Nicole seconded. 8:16PM