

Amesbury Public Library Board of Trustees
Amesbury Senior Center
Wednesday, December 11, 2019
7:00 PM

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

Members Not in Attendance: Nicole Harry

APL Director: Erin Matlin
Guest: Mayor-Elect Kassandra Gove

I. Call to Order (by Bethany): 7:00pm

Stephen made a motion to suspend the Rules of Order and allow the Mayor-elect Kassandra Gove to sit at the table. Kate seconded. Unanimous.
Introductions of LBT to Kassandra Gove.

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

III. Budget Report:

1. Heat line item is beginning to be spent.
2. Received first state aid for fiscal year. Letter is in packet for reference.
3. Restoration of the Front Door Project payment to Freddie expected once complete.

IV. Communications: None

V. Director's Report:

1. Page position to be posted
2. Staff evaluations almost complete
3. The Friends of the Amesbury Library Cookie walk is December 12. A record 34 bakers this year.

VI. Committee Reports:

A. Preservation meeting had been cancelled due to snow. The meeting is rescheduled to Wednesday, December 18th at 5pm. Discussion about Meghan Petersen (APL Archivist) pursuing grant opportunities from MCC and LSTA. Meghan is proposing LSTA letter of intent for 2021 cycle for a City Wide Preservation assessment grant. The other grant is the MCC Capital Fund, this is a 1:1 matching grant. Meghan will be submitting a letter of intent for window repair, exterior painting, copper gutter repair, and cleaning of the brick. Estimating a \$50K match. Library board

cannot fundraise but options may be to use some of our trusts along with private donations. January is deadline.

VII. Unfinished Business

A. RICKTEL and John from City Hall set up the wiring for the fax machine.

B. Meeting dates for 2020 in packet. November 11 is Veteran's Day. Bethany made a motion to accept the trustee meeting dates with the exception to change the November meeting date to November 18th instead. Gail seconded. Unanimous.

VIII. New Business

A. Clare is going to ALA in January. Erin is asking LBT to pay for the professional development. Gail made motion to fund Clare Dombrowski to go to ALA conference in Philadelphia, mileage and hotel (\$1250) to be paid out of library travel. And registration (\$278) to be paid out of library training. Brenda seconded. Unanimous

B. DPW & Snow removal: There was no snow removal in time for Erin to open on time. Library opened later and closed earlier due to more snow. The Mayor's office told Erin to call DPW directly (Rob D.) from now on when concerned. The library opened at 11:30am on 12/2 and closed at 5pm. The library closed on 12/3. On 12/4 the library opened late due to snow removal.

C. Staff Development Day: Erin would like to schedule the day for January 16th, asking for closure from 9:30-1pm. Alicia from MVLC coming to do an overview of Outlook email service. Erin will put an agenda in next month's packet. Mary made a motion to allow a staff development day on January 16th, Kate seconded. Unanimous.

IX. Other

1. Inauguration is January 2nd 6:30pm for new library trustees.

2. In anticipation of a board of library trustee resignation with a 2 year remaining term, we will start the process of opening the position.

X. Adjourn: Stephen made a motion to adjourn at 7:57pm. Kate seconded. Unanimous