

Amesbury Public Library Board of Trustees  
Amesbury Senior Center  
Wednesday, January 8, 2020  
7:00 PM

Members present: Bethany Sullivan (BS), Laurie Cameron (LC), Gail Browne (GB), Delia Rinaldi (DR), Anne Campbell (AC), Brenda Rich (BR), Michelle Lamott (ML)

Members Not in Attendance: Nicole Harry (NH)

APL Director: Erin Matlin

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

A. Officer elections:

-Chair: Gail nominated Laurie, Anne seconded. Laurie accepted nomination. Unanimous

-Vice Chair: Laurie nominated Bethany, Brenda seconded. Bethany accepted nomination. Unanimous

-Secretary: Gail nominated Anne, Laurie seconded. Anne accepted nomination. Unanimous

B. Sub-committees:

-Finance Sub-Committee: Bethany Sullivan (Chair), Gail Browne, Anne Campbell, OPEN

-Preservation Sub-Committee: Gail Browne (Chair), Laurie Cameron, Delia Rinaldi, OPEN

-Long Range Plan Sub-Committee: Brenda Rich (Chair), Anne Campbell, Laurie Cameron, Delia Rinaldi

-Director Review Sub-Committee: Bethany Sullivan (Chair), Brenda Rich, Michelle Lamott, Nicole Harry

C. LBT Contact List Update: List updated with edits for existing members and additions of new members.

II. Secretary's Minutes (December 2019): Gail motioned to accept the minutes with corrections to the dates on the library closures, Bethany seconded. Unanimous. Michelle and Delia abstained with Nicole not present. Correct date for the day the library closed, 12/2 open at 11:30, closed at 5. 12/3 closed, 12/4 opened late

III. Budget Report:

1. Heating bills are starting to come in
2. Budget on track for this point in the fiscal year

IV. Communications: None.

V. Director's Report: Page position open; applications are coming in. Staff evaluations are finishing up. The Friends of the Amesbury Library cookie walk in December went well. Fax machine has arrived and been installed.

A. Guest Aimie Westphal (APL Assistant Director) presented Technology Report. Highlights included:

1. Networking and wiring updates
2. Upcoming training on new scheduling software, When to Work

3. She's working with Merrimack Valley Library Consortium on a hardware and software inventory
4. Working to address connectivity and printing issues
5. Focus on making WiFi more reliable, moving library to town server for backup, easier support

#### VI. Committee Reports:

- A. Preservation subcommittee met Wednesday, December 18<sup>th</sup>. Discussed:
  1. Ongoing work on front door project
  2. Work by APL Archivist Meghan Petersen toward MCC Capital Fund grant for window repair, exterior painting, copper gutter repair, and brick cleaning.
  3. Creating a deaccession policy for removing items from collections when needed
- B. Long range planning subcommittee met Wednesday, December 11<sup>th</sup>. Reviewed current Long Range Plan, what has been accomplished so far. New Long Range Plan needs to be submitted by October 2020.

#### VII. Unfinished Business

- A. Fax/Phone Upgrade Update - Fax machine was installed in early January, and ribbon cutting was held.
- B. Staff Development Day, Agenda - (1/2 day) will be held January 16<sup>th</sup> from 9 a.m. to 1 p.m. MVLC will provide training on Office 365, and Aimie Westphal will provide training on When to Work software.

#### VIII. New Business

- A. Social Media Procedure - New social media procedure for staff provides guidelines on what gets posted from library accounts. Procedure included in packet for reference.

#### IX. Other

1. Erin explained that based on the popularity of a new set of decodable books in the children's section, the library donated a set of the books to the libraries at Amesbury Elementary and Cashman Elementary.
2. Results of municipal election included in packet for reference.
3. The Library Board of Trustees and the Municipal Council will hold a joint meeting on February 11 at 7 p.m. to appoint someone to fill the open position created by Kate Curry's resignation from the Library Board of Trustees following her election to School Committee.

- X. Adjourn: Bethany made a motion to adjourn at 8:46 p.m. Michelle seconded. Unanimous.