

Amesbury Public Library Board of Trustees  
Online Meeting – Public Participation p  
Wednesday, May 13, 2020  
7:00 PM

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

Members Not in Attendance: None

APL Director: Erin Matlin

- I. Call to order at 7:02 p.m. by Laurie
  
- II. Secretary's Minutes:
  - A. (March 9, 2020 meeting) Bethany motioned to accept the minutes as presented. Sarah seconded. 8 ayes, Nicole abstained.
  - B. (March 11, 2020 meeting) Brenda motioned to accept the minutes as presented. Delia seconded. Unanimous.
  - C. (April 9, 2020 meeting) Bethany motioned to accept the minutes as presented. Delia seconded. Unanimous.
  
- III. Budget Report:
  1. Over in training, but don't expect any issues there. Training staff are attending now have mostly been free.
  2. Over in office supplies, but not expecting much more there with the closure. The city created a new line item for COVID-19 related costs, which is separate from Library budget.
  3. Money has shifted in the materials line, spending more in OverDrive to boost those collections because that is where activity has been. Still have physical books coming in as well so materials will be current when the library reopens.
  4. Erin is looking at adding a new database before July, so we are on track in terms of spend for state aid requirements.
  5. Gail asked where spend is coming from for repairs that are being made to building during closure. Erin explained that all repairs on the building right now are coming out of state aid.
  6. Next projects contractor will be working on will be related to social distancing requirements. That spend might come from the city's COVID-19 line item.
  
- IV. Communications: None

- V. Director's Report:
  - A. Most staff are working from home and getting paid by the city.
  - B. Aimie and Erin have been coming in to check on the building at different times.
  - C. Staff is planning to go forward with a virtual summer reading program. It will be slimmed down compared to the usual program. No other programming planned at this time.
  
- VI. Committee Reports:
  - A. Preservation Committee: Did not meet in April but have been communicating with Meghan. Waiting to hear about MCC grant. Gail will follow up with Meghan.
  - B. Finance Committee – Met quickly before the April meeting to review numbers before that vote. City is going forward with 1/12 budget for July, August, and September. The idea is to know exactly how much cash you need to run your building in those months, not just present 1/12 of the previous year's budget. Erin submitted to Angel. If cost savings are needed, Erin suggested laying off the pages because it will be difficult to have them work with social distancing needs. Erin doesn't think the board needs to vote on 1/12 budget because it's not a full budget. Gail agrees.
  
- VII. Unfinished Business:
  - A. Laurie asked about the front door project. Erin said Freddie is still working on the doors remotely, and he's waiting for a stretch of nice weather to come in and install them.
  
- VIII. New Business:
  - A. COVID-19 Amesbury Public Library Phased Service Plan included in packet. Waiting on response from union before they can move forward with phased plan. Erin is meeting with staff to get their feedback on the plan as well. Plan is fluid and will depend on what's happening more broadly, so there are currently no dates. Erin doesn't expect to see the library reopening months, and many library directors she's spoken to feel the same. Many questions remain about how to handle quarantining books, cleaning, etc. Erin reached out to health department for guidance and is getting quotes on a storage container in case it's needed and researching ways to quarantine books. Has reached out to other libraries as well, but no one has responded. MVLC is helping navigate as well, and they are hoping for guidance from the governor. Erin is tracking COVID-19 related expenses and will continue to do so. State aid office has been in touch with guidance and will host a seminar to answer questions.
  
- IX. Other:
  - 1. Subcommittee meetings. Erin said long-range planning and finance committee can hold off. Bethany said director review committee will need to meet in June to

review template and get process started. Laurie said to touch base with Anne to get language for agenda for online meetings and then get the Go-to-Meeting details from Erin. Gail suggested Anne help submit all agendas for online meetings since she is familiar with the process. Gail will continue to keep up with Meghan and can schedule a preservation subcommittee meeting if something comes up.

2. Nicole tells Erin that Amesbury Industrial Supply has a big supply of gloves and masks, etc., if the Library is running low. Gail knows about some gloves that are washable and work with touchscreens. She will send information to Erin. Erin says to feel free to send any ideas or suggestions.
- X. Adjourn: Bethany made a motion to adjourn at 8:03 p.m. Nicole seconded.  
Unanimous.