

Amesbury Public Library Board of Trustees
Online Meeting – Public Participation p
Wednesday, July 18, 2020
7:00 PM

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

Members Not in Attendance: Nicole Harry (NH)

APL Director: Erin Matlin

- I. Call to order at 7:01 p.m. by Laurie
- II. Secretary's Minutes:
 - A. (June 17, 2020 meeting) – Bethany motions to accept the minutes as presented. Delia seconds. Unanimous.
- III. Budget Report:
 1. Got a few more invoices. Expect to be under budget due to building being closed for several months. Erin will have final for fiscal 20 at the next meeting.
- IV. Communications: No new emails. Laurie received thank you note from Dorothy at the library for support of staff training day.
- V. Director's Report:
 - A. Staff is back in the building and training. Curbside pickup has started and is happening regularly. There was a large delivery of Amesbury books that were at other libraries, which had to be quarantined and then checked in. Notifications for curbside pickup with transition from calls to email. On July 20, staff will be back to regular hours, normal work schedules, and curbside pickup on Saturdays will start the following Saturday from 10 – 12. Michelle asks how many people are using the service. Erin will get stats. Gail asks about updating website to show curbside hours. Erin says they are working on it.
 - B. Head of circulation is retiring. Her last day is in late August. She has been with library for 32 years. Erin is working on a job description and included filling that position in budget cut proposal. She wants the person who fills the role to have a masters of library science. Erin wants all department heads to have MLS. She thinks the department needs that leadership. All projects for handyman are done, including updates to tech services room. Summer reading has started.
- VI. Committee Reports:

- A. Director Review - Bethany sent email to director review committee asking everyone to fill out the survey so they can meet in August. Will schedule something in late August or early September.
- B. Preservation - Gail has emailed with Meghan about the capital requests. Most were in line with the grant that we didn't get, but it's still work that needs to be done. Subcommittee should probably meet when they hear back about capital request budget to prioritize projects if funding is approved.

VII. Unfinished Business:

- A. Update: COVID-19 and the Library
Still have to take temperatures, continue to regularly clean surfaces, and staff is wearing masks. Getting a quote for the glass top for the circulation desk has been difficult. Sarah suggests a vendor in Newburyport that might be able to help. Plexiglass is on hold; DPW will build the shield.
- B. Library Spaces Update. Picnic tables are up that DPW built.

VIII. New Business:

- A. FY21 Budget Cuts (Update). Details in packets on what Erin submitted. She gave them three options. Erin met with Erin and Paul about head of circulation position, and they suggested giving those responsibilities to assistant director to save on filling that role. Erin is reluctant to do that because it's too much work for one person. Laurie working on letter of support for Erin's budget proposals. Gail asks if there is currently a hiring freeze. Erin has not heard about one.
- B. Library Services. Trying to expand services. Looking into printing services and at creating bundles for people that like to browse. People have asked for tax forms, and they were able to provide that. People really want the computers, but the Library isn't able to accommodate that. Brenda asks when we anticipate letting people into the building. Erin expects the next stage will be letting people come into building for pick up, hoping for that to be possible in September. Brenda asks about how long books are being quarantined for. 3 days, checked in on 4th day. Using Amesbury room for quarantine.
- C. Budget for July 2020. Officially got one-twelfth budget for July. A lot of those bills have already come in, so each staff member will get \$1500 to buy materials. Should be good for July budget, so that is going according to plan. Any extra will go to office supplies. Gail asks if there is a timeline for one-twelfth budget. Erin explains state law is that it can only be for three months. Need to have actual budget by October. Gail thinks trustees will have to supplement to fund projects that need to be done if capital requests aren't funded.

- IX. Other: Email from city clerk about phase three. City wants to give boards the option to go back to in-person meetings. All board members must agree. It can be a mix with public still joining virtually. Laurie will forward email so people can think it over.

Gail and Bethany discuss if we need a vote. Laurie will ask city hall if we need a formal vote on it.

- X. Adjourn: Bethany made a motion to adjourn at 7:48 p.m. Brenda seconded.
Unanimous.