

Amesbury Public Library Board of Trustees
Online Meeting – Public Participation p
Wednesday, September 9, 2020
7:00 PM

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

Members Not in Attendance: Laurie Cameron (LC), Michelle Lamott (ML)

APL Director: Erin Matlin

- I. Call to order at 7:02 p.m. by Bethany
- II. Secretary's Minutes:
 - A. (July 18, 2020 meeting) – Delia motions to accept the minutes as presented. Gail seconds. 6 ayes. 1 abstention
 - B. (August 24, 2020 meeting) – Delia motions to accept the minutes as presented. Nicole seconds. 5 ayes. 2 abstentions
- III. Budget Report:
 1. Library is still on 1/12 budget. Complete budget report in October because it should be approved by city council by then. Erin presenting to city council at meeting on Sept. 17. Public comment through Facebook or Amesbury Television. Support can be emailed as well. Gail and Bethany suggest sending letter from Trustees, expressing disappointment that we will be below MAR and that could affect services moving forward, that this is not what we wanted, but in light of current times this is the mayor's recommendation. Bethany will work with Laurie to put a letter together. Gail recommends sending it a few days before so council members have time to review before presentation and can ask questions. City council finance committee will meet about recommendations in late September, and vote will be after that.
- IV. Communications: None.
- V. Director's Report:
 - A. Short two staff members – one retirement and part-time left for a full-time role at another library. Doors are being worked on, but Freddy is only coming on site once a week or less. Gail asks if we want the Trustees to write a letter expressing concern about getting the project done before weather gets cold. Gail suggests giving him a deadline.

- B. Still working on securing glass top for circulation desk so the surface can be cleaned. A company is working on an estimate for that and spit shields. Erin expects glass top will be costly due to shape of desk. Erin talked to DPW about spit shields, and they wouldn't have time to get to it until November. Hoping to get the building open soon for at least pickup.
- C. Continuing to explore getting room built downstairs in back for additional storage. Waiting on estimate from handyman.
- D. Curbside hours extended a while ago. Also offering curbside printing and curated curbside. Exploring curbside copying and how other libraries are handling it. Looking at offering virtual programming. Letting patrons come into the building to pick up holds is a big goal.
- E. Updating guidelines, procedures and phased plan as things change. Tentative date to open to patrons is Oct. 6, but that depends on getting glass top for circulation desk and spit shields. The building can't open until those are in place. It will be pickup only. No browsing or computers. Curbside will continue to be offered. Getting signage and floor stickers in place to get ready. Area by door will be clear so there is room for social distancing, no temptation to stop and read or browse.

VI. Committee Reports:

- A. Director review will meet in a few weeks.
- B. Preservation committee met tonight before this meeting. Discussed doors and capital improvements that got approved - front steps and window restoration. Will try to meet monthly going forward.

VII. Unfinished Business:

- A. Update: COVID-19 and the Library – See updates above.
- B. Library Spaces Update.
Hoping to go from curbside to inside pickup. Gail asked to review ventilation plan. Erin was asked by the Mayor to stop ordering materials because she did not view them as essentials. Erin expressed that books and materials are the essential part of what the Library does. There is a modest amount for materials in 1/12 budget, but the staff hasn't ordered anything new for a month. Erin expressed that we have a responsibility to consortium and patrons to provide new materials. Back on regular schedule with delivery. Get about 4 or 5 bins a day.

VIII. New Business:

- A. FY21 Budget Update.
Details in packet on what Erin will present to city council. Department head meeting tomorrow to go over presentations. Gail asks if open positions can be filled. Erin said both positions are in the budget. Can't begin hiring process until council approves budget. Erin is updating job descriptions. City has to approve descriptions and then union has to approve before they can be posted.

B. Staff Vacancies.

See above. Bethany asked if there is a new union steward at the library. (Michaela who retired was union steward.) Erin has not heard yet.

C. ARIS/State Aide Update.

Working on ARIS. Deadline has been extended. Library has to apply for waiver. Erin just attended workshop on waiver process and how to apply. First part of waiver form is due Oct. 15. Other pieces due in November. Erin was told that over 200 libraries will be applying for waivers. Amesbury has never had to apply for one before.

IX. Other:

The staff had a nice send-off for Michaela for her retirement.

X. Adjourn: Brenda made a motion to adjourn at 7:58 p.m. Delia seconded. Unanimous.