

Amesbury Public Library Board of Trustees  
Online Meeting – Public Participation p  
Wednesday, March 10, 2021  
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), Nicole Harry (NH)

Members Not in Attendance: Sarah Downs (SD)

APL Director: Erin Matlin

- I. Call to order at 7:00 p.m. by Laurie
- II. Secretary's Minutes:
  - A. (February 2021 meeting) – Bethany motioned to accept the minutes as presented. Delia seconded. Unanimous with Nicole abstaining.
- III. Budget Report (March 2021):
  - A. Still on track to meet spending requirements. Any leftover on books line will go toward OverDrive collections because usage keeps going up. Gail encourages any fitting in any maintenance projects we could with available budget. DPW will not be able to help with storage room, so contractor who did projects during closing will be working on that instead.
- IV. Communications (February 2021): None
- V. Director's Report:
  - A. Budget, hiring and reopening updates will be covered in agenda items below.
- VI. Committee Reports:
  - A. Preservation committee: Minutes in packet from most recent meeting. Front doors are functional; contractor coming back for touchups in the spring. Collection storage project is ongoing. Storage issues at city hall and the library, so the Mayor is considering some offsite storage options. Got money from charitable trust to digitize collections. Window restoration project ongoing. Front stairs project is still waiting on official RFP. City Hall is considering feasibility study for city/municipal campus. Committee working on three-prong plan: mechanical replacements, ramp and ongoing code issues, and electrical assessment to meet code and demand of library. Still meeting monthly. Mayor asked to get quote for another temporary ramp.

- B. Long Range Plan committee: Met before this meeting. Erin, Aimie and Meghan have developed survey to go out April 5 to assess people's use of current and newer services and what they think they'll use going forward. Survey will be shared on by email, over social media, city website, outreach through the senior center, school polys, and bookmarks with link or QR code. Will run for two or three weeks with reminder. Laurie suggests sharing final survey with Trustees.

VII. Unfinished Business:

- A. Vacant Positions Update: Head of public services position posted. Four interviews complete. Offer made today to top candidate, and he'll be getting back to Erin tomorrow. Head of Tech Services position opened up because Kerry Ann left. Internal candidate applied and accepted. So now will be posting open reference librarian position. 18-hour children's position is still open, but holding off on filling that until next year's budget is finalized.
- B. Budget (FY22) - Erin sent email about FY21 waiver being approved, so we are officially in waiver status. 52 other libraries are currently in waiver status. We are still able to get state aide. Looks like that will be \$14,000. In the past we got closer to \$21,000. If we don't meet the MAR again in the next fiscal year's budget, we will have to apply for another waiver. The \$27,000 we need to meet our MAR is in the budget request we made to the city. Trustees sent a letter to the Mayor before the meeting. Erin and Bethany and Laurie met with the Mayor about the budget. Mayor had Erin swap level-funded budget in for the budget that met the MAR, which is the one the Trustees recommended. Erin sent the Mayor a letter about it that she will share with the Board. The letter emphasized the impact on the community and services if the library is decertified and how difficult it is to come out of decertification. Budget will be presented to the city council in June. Waiting to hear back from the Mayor's office.

VIII. New Business:

- A. Opening Day (Indoor Pickup) Library is opening to patrons for indoor pickup on March 15. Instead of curbside pickup for holds, they can come inside to pick up holds and kits, and return books. Reference will make photocopies for patrons who request it. Curbside will be offered on request. Still short staffed on evenings and weekends, so figuring out how curbside will work, perhaps asking patrons to wait. Masks will be required. Hand sanitizer will be available at entrances and exits. If this goes well, might introduce other services such as browsing by appointment or computers by appointment. Will make tweaks and adjustments as needed. Laurie asks what building capacity is. Erin has to follow up with Board of Health on that. Bethany asks if there are procedures in place to handle people who aren't following the rules. Staff will have scripts for how to handle situations such as someone not wearing a mask or trying to browse. Other libraries say it has been going smoothly. Adjusting quarantine schedule, cutting down to 24 hours for books coming from interlibrary loans. Other libraries are cutting down all quarantines to 24 hours. We're not there yet, but it

would help get holds to patrons faster. Have let the Friends know about indoor pickup as well so they can set up table or book cart outside on nice days if they want.

- IX. Other: The bid process for the window failed (details in email). Next step is to request re-bids. Advised by city that the allocation from city will be about \$7,000 less than amount needed. Could approve up to \$7,000 from the JP Huntington Trust account to complete the project. Erin feels more comfortable with it coming out of trust since it qualifies rather than state aide until we are in a more certain spot with our certification.

Gail makes a motion to have the Library Board of Trustees approve and allocate to disperse up to \$7,000 from the JP Huntington Trust account to cover the difference between what the city allocated and what the final cost will be for the window restoration FY21 capital improvement project. Bethany seconds the motion. Unanimous.

- X. Adjourn: Bethany makes a motion to adjourn at 8:05 p.m. Brenda seconds. Unanimous.