

Amesbury Public Library Board of Trustees Meeting Minutes

Amesbury Public Library Board of Trustees

Location: Amesbury City Hall Auditorium

Wednesday, May 8, 2024

7:00 PM

Board of Trustees (BOT) members present: Jessica Ducrow, Anne Campbell, Laurie Cameron, Makeighlee Marsteller, Bernadette Lucas, Mary Chatigny, Alex Matthews, Brenda Rich

APL staff present: Aimie Westphal - APL Director
Meghan Fahey - APL Head of Archives

1. Call to order at 7:01 by Jessica
2. Secretary's minutes: April minutes: Mary made motion to accept April 10th minutes with two minor edits, seconded by Bernadette, unanimous by all who were present at the April meeting.
3. Communications: Brenda mentioned an email communication from the MBLC, announcing Governor Healey's Economic Development Bond Bill, specifically the line item which includes \$150,000,000 for the Massachusetts Public Library Construction Program (MPLCP). The email urged support of the bill by calling or emailing state senators and representatives for the funding that is critical to the state and to the MPLCP.
-Jessica checked trustee email - none to report.
4. Friends of the Library - No current update. Jessica to go next week.
5. Budget: Nearing the end of FY24
 - salary overtime was higher in April as two staff members had time off and coverage was needed.
 - 1/2 day closure for staff development on 5/10/2024, lunch, staff meeting, work time, field trip to the Plum Island Museum in the Cedar St Mill building.
6. Facilities Report: Aimie presented her monthly Facilities Report to the Trustees for May 2024. This document is included in the addendum. (Addendum 1).
 - Water in Tech Service Office - drying equipment that was in the tech services area was removed. Aimie said the situation has worsened. Aimie is working with Bruner Cott (BC) for an alternative solution to move water away from the building using downspouts. Aimie notified the DPW and passed along the document that BC supplied her with, offering a solution. Aimie is waiting to hear from DPW.
 - a. Capital Projects Update - none
7. Conditions Assessment and Facilities Master Plan Update:
 - Meghan relayed that they are starting to get the initial reporting back from BC.
 - The APL had indicated in the RFQ that the APL would like assorted documents from BC, renderings of the building were given using a scanning software.
 - We are currently at the visioning phase - Meghan shared the questions for the upcoming meeting with the Strategic Group that was created. She asked for feedback from the members of the LBT on any of the questions and asked to have responses to Jessica via

email by Tuesday, May 14th. The feedback in the meeting will help inform the public meeting occurring in early June, date not finalized as of yet.

8. Director's Report: Aimie presented her monthly Director's Report to the Trustees for May 2024. This document is included in the addendum. (Addendum 2)

9. Sub-Committee Updates

- Laurie notified the Preservation Committee that there will be a scheduled meeting soon.
- Anne notified the Communication Committee that there will be a scheduled meeting soon.
- Jessica notified the board that she would like to plan a 1/2 day retreat in the future. More info to come.

10. Matters not reasonably anticipated in advance of the meeting

- Aimie presented a stats roundup. Stats range from how many active patrons to how the patrons signed up. Other stats include checkout information breakdown, catalog breakdown of adult, teen, and child checkouts, estimates of reference interactions at the main and upstairs reference desks, fax usage, program breakdown by age group, and museum passes checked out.
- Anne inquired when the next budget meeting at City Council where Aimie would present. The meeting is to be held May 29th at 7pm at City Hall. BOT members encouraged to attend.

11. Public Comment - none

12. Adjourn - Laurie makes a motion to adjourn at 8:02pm, Anne seconded, unanimous by all present.

Facilities Report to the Trustees

May 8, 2024

Completed Facility Projects Since Last Meeting

- **Air Purifiers:** new air purifiers arrived 4/15 and were placed by InDoor Doctor who did the air quality testing last year.
- **Fountain:** opened and turned on for the season.
- **Public Bathroom B Sink:** was slowly dripping, plumber fixed on 4/23.

Ongoing Facilities Projects

- **Front Door:** no update on the hinges.
- **Drain at Staff Door:** no update.
- **Tech Service Office Heat:** on hold due to water infiltration issue in that space.
- **Water in the Tech Service Office / Gutter Repair:** situation remains critical. Working on a plan to build out adjacent public space into staff space to move the three staff who work in that office.
 - Water drying equipment that had been in the tech services office since January 10 original water infiltration spot was removed unexpectedly on May 2. From January 10-May 2 collected 65.5 inches of water. Staffing shortage in DPW, no staff available to support project resulted in the Director emptying the barrel weekly.
- **Lower Level Lights:** waiting on quote from electrician.
- **Ramp:** submitted in CDBG application.
- **Pedestal Light Fixtures:** lights on main level still reported as too dim. No solution at this time.
- **Pests in Attic:** staff still reporting animal sounds over the Teen Loft and down the ceiling into the YA stacks throughout month. ModernPest techs have been out several times troubleshooting. They are due again next week.

Preservation Projects

- **Historic Front Doors:** have quote for a treatment plan.
- **Mosaic Tile Front Entry:** on hold due to lack of staffing capacity.
- **Circulation Desk:** have quote for conservation.
- **HVAC monitoring:** see attached.

Capital Projects

- **Climate Control for Special Collections (fully expended):** North Shore Energy installed new water valve which resolved the problem for a short period, however the 'fill' light has come on again.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** on hold due to lack of staffing capacity.
- **Emergency Lighting (\$25,000 awarded in FY24; current balance \$25,000):** waiting for quote from electrician for exterior lights, interior lights on hold due to lack of staffing capacity.

Library Director's Report to the Trustees

May 8, 2024

Staffing (FTE level = 10.75 / 10.75)

Technology

- Print management software research still in process.
- Implemented Multi-Factor Authentication for Office 365 at the directive of MVLC to meet cybersecurity goals set in their strategic plan.

General Library News

- **Collections:**
 - Public services staff have put together a variety of different displays in the past month: Library of Things on Display, Environmental and Nature Books (Mass. Center for the Book 2024 Reading Challenge's April theme), Family Sagas, National Poetry Month, Earth Day, May the 4th Be With You (Star Wars books & media), and Date Night.
- **Programs/Outreach:**
 - Various programs for the solar eclipse. Head of Youth Services, Clare and Youth Services Assistant, Rebecca visited 8th graders, providing four different stations for them to visit and explore. We also provided glasses for all 7th and 8th grade classes. Our day of viewing of the eclipse was a wonderful coming together of the community to view the historic event together in our outdoor programming space.
 - April vacation week was a success for teen programs with Youth Services Assistant, Cassandra leading a mug decorating program and creating a fantastic Taylor Swift Album release party with activities, bingo, snacks and over 75 attendees.
 - April was Poetry Month and in collaboration with the Poet Laureate Committee, we created a StoryWalk for the River Walk and put up a Clothesline of Poetry for which we got a few classroom submissions.
 - Regular Youth Services weekly programming of preschool storytimes, Mother Goose on the Loose, and also a new add of Crazy 8s, a math club for homeschoolers, started up in April.

Library Closings/Delays

- April 15 – closed for the holiday