

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, February 12, 2025**

7:00 PM

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

**APL staff present: Aimie Westphal - APL Director
Meghan Fahey – APL Head of Archives
Stephanie Smith - APL Assistant Director**

1. Call to Order - 7:03 by Jessica
2. Secretary's Minutes - Mary makes a motion to accept with correction in section 9, change to January 2025, Anne seconded. Unanimous by all in attendance at January meeting.
3. Public Services Policy Vote - Introduction of Stephanie Smith, Assistant Director, to review current policies. Jessica asked about some type of HR policy in place, currently nothing in place at this point per Aimie. Discussion about the necessity of these two policies being public forward facing. Aimie makes a point of how when the policies were written, it was a different time, and it is time to update. ALA standards and Mass General law as well as internal procedures would cover anything that these two policies would remove. Jessica makes a motion to recall the Public Services Policy, Anne seconds. Unanimous by all present.
4. References Services Policy Vote (the above refers to this policy as well) - Anne makes a motion to recall the References Services Policy, Bernadette seconds. Unanimous by all present.
5. Communications - No trustee email. No other communications
6. Friends of the Library Update - Aimie highlighted the Friends impact numbers that they shared with the public. Mak attended 2 meetings since our last BOT meeting. The Friends have created subcommittees, marketing, events, etc. They are going to have a coffee with Friends booth in the library on a Saturday in March. They are trying to evaluate how the events are doing and at the end of the year to decide what to keep, what to do away with. They set up a budget for Stacks. They are looking for board members.
7. Budget Report – In packet
8. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for February 2025. This document is included in the addendum. (Addendum 1).
 - a. Cleaning contract is out to bid. Fire alarm inspection was done. \$1800 for replacement heat sensors. \$1000 for inspection.
9. Director's Report – Aimie presented her monthly Director's Report to the Trustees for February 2025. This document is included in the addendum. (Addendum 2).
 - a. Meghan's exhibition opens on Tuesday. Includes 2 museum object cases. Exhibition has 6 lenders. History of Amesbury's amateur hockey team, the Maples.
10. Sub-Committee Updates -

- a. Finance - level service budget. First meeting with Mayor will be 2/20 w/Aimie, Jessica and Mary. Jessica made a motion to accept w/edit, Anne seconded. Unanimous by all that were present at the meeting.
- b. Long Range Planning - committee met with Paper Crane Associates for a Q&A and is recommending hiring them to do the Strategic Plan. Mary made a motion to accept minutes, Mak seconded. Unanimous by all present at the meeting.

11. Old Business

- a. Trustee Trust Fund Allocation for Project Management Services Vote - Window project - Incidentals would cost an additional \$200 which means the amount we will be voting on is \$5,200. Anne makes a motion to allocate \$5200 from the trustee trust funds for project management for the window project. Mary seconds. Unanimous by all present.
- b. Board Vacancy Update - Alyson Osgood is interested. Jessica spoke with her. Her appointment is on 2/25 in a joint City Council/BOT meeting at 6:30pm.

12. New Business

- a. Library Collection Development Policy Vote - Policy has been reviewed by KP Law. They suggested removing one item and altered another phrase from the policy. Mary made a motion to accept the updated policy, Anne seconded. Unanimous by all present.
- b. FY27-29 Strategic Planning Consultant Vote - Brenda makes a motion to accept Paper Crane Associates to be hired to do the strategic planning. Bernadette seconded, unanimous by all present.
- c. Budget FY26 Vote - MAR is \$914,360 - is required to be met to meet the state certification. Aimie presented an over MAR budget for \$1,056,810. \$142,450 over the MAR.
 - i. Review of the 2026 Budget Proposal by Aimie.
 - ii. The capital has changed from \$5000 to \$25,000 minimum. Two projects in Municipal Buildings Maintenance are under the \$25K threshold and will need to be covered by that line in the budget.
 - iii. The IT cost will be included in the IT budget instead of the APL budget.
- d. Bernadette makes a motion to accept the budget as presented for FY26. Anne seconded.

Unanimous by all present.

13. Matters not reasonably anticipated in advance of the meeting - none.

14. Public Comment – none.

15. Adjourn – motion to adjourn by Brenda at 8:53pm, seconded by Mary. Unanimous by all present.

Facilities Report to the Trustees

February 12, 2025

Completed Facility Projects Since Last Meeting

- **Fire Alarm Inspection:** LW Bills performed on 12/11. We were informed during this inspection that current heat sensors are so old they can't be tested and need to be replaced with modern equipment. 11 sensor total were replaced on 1/14. All went smoothly except the trouble indicator is dead on the fire panel. Quote will be sent to replace the panel as it is outdated tech that isn't supported any longer.

Facilities Projects Actively Working On

- **Water in the Tech Service Office / Gutter Repair:** Jay put a panel over the cut opening in the wall. We will be able to remove it to monitor water infiltration should it occur again.
- **Cleaning:** cleaning contract is currently out to bid with scheduled site visit on 2/11.
- **Smell in Lower Level:** Periodically throughout the year there is a strong sewer-like smell in the hallway to the public bathrooms. The plumber came out to investigate on a day it was particularly strong. In the water shut off closet he found an open pipe that he thought may be causing the smell. He put in a temporary fix to see if it was the source. The smell did fade pretty quickly after that and wasn't smelled the rest of the day or following morning. Waiting on him to come back and put in permanent fix.

Facilities Projects Actively Working On – No Update Since Last Meeting

- **Stone Wall by Ramp:** volunteer saw large stone fall out of it and noticed general disrepair. Reported to DPW and Inspections, Jim Wilson reviewed and brought a mason out to review. Waiting on quote. Jay has also reviewed with an eye to potentially do the repair himself. Waiting to hear.
- **Shed Roof:** the shed's roof is leaking in the back right corner and is generally beyond its useful life. Jay is planning to replace it, he has a PO for the materials, waiting to hear when he can do the work.
- **Circulation Desk Move:** based on the Facilities Master Plan which recommended trying the Circ Desk moved into the New Release Room to maximize space. DPW moved the desk for us on 11/21. We are currently in the assessment period, soliciting feedback from patrons, and reviewing furniture needs.
- **Ramp Replacement:** directive from the Mayor to get quote on replacing the ramp with a new metal ramp that would resolve current known issues. AmRamp came out on 12/3, have quote. Waiting to hear from DPW on next steps based on required procurement level.

Capital Projects

- **Climate Control for Special Collections (fully expended):** North Shore Energy installed new humidifier cartridge which resolved the problem for a short period, however the 'fill' light is on again. Waiting on vendor who said they need to discuss with manufacturer. Alerted Jay and he will reach out to vendor.
- **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 \$22,760):** exterior lights were installed on 6/6/24. Interior lights on hold due to lack of staffing capacity.

Library Director's Report to the Trustees

February 12, 2025

Visitors in January = 4,684 (+434)

Staffing (FTE level = 10.56 / 10.56)

Technology

- Working to re-introduce a microfilm reader in the Amesbury Room which required both a new reader and computer. All tech has been received, now that print management is complete aiming to have this completed in the early new year.

General Library News

- **Collection:**
 - Based on patron demand, added a new electronic resource; NYT digital access. Provides access to news, Cooking, Puzzles, Wired, and Sports both in the library and at home.
 - Swapped location of reference collection and back-issue magazines so reference materials are closer to reference desk and back-issue magazines are next to back-issue newspapers.
- **Programs:**
 - Storytime Take Out program in which the YS department create kits with project sheets and supplies created by YS Assistant, Rebecca and include library books each month, returns and remains popular. We had 50 kids from ages 2 - 6 years old registered for this program with a long waitlist.
 - *Let's Get Real: A Yearlong Non-Fiction Reading Challenge for Adults* started 01/01/25. In the month of January there were 43 people who had registered and 27 who had logged non-fiction reading. Four local businesses and the Stacks have donated small prizes for people who participated during the previous month.
- **Outreach:**
 - As part of WinterFest created by the Amesbury Chamber of Commerce, YS department created a StoryWalk (tm) that is hung in the windows of downtown businesses. They also created a special craft in the YS area for families to enjoy which was advertised in WinterFest material from the Chamber.
 - Head of YS, Clare, has been part of the planning group putting on Amesbury first Juneteenth celebration later this year.
 - Head of YS, Clare, read all about hats at her monthly Industrial History Center storytime. We had a crew who had never visited the museum before as we talked about the hat industry of Amesbury, read silly hat stories, and created some great hats.
- **Misc:**
 - Head of Archives, Meghan, is launching our first exhibition that will be on view February 18 – April 5. *The Amesbury Maples: Celebrating a Century on Ice* commemorates the 100th anniversary of the Amesbury Maples Hockey Team, an amateur men's team originally comprised primarily of players from French-Canadian immigrant families.

Library Closings/Delays

- January 20 – closed for holiday
- January 29 – 2 hour delay due to snow/ice