

Amesbury Public Library Board of Trustees Meeting Minutes – March 20, 2024

Amesbury Public Library Board of Trustees
Location: Amesbury City Hall Auditorium
Wednesday, March 20, 2024
7:00 PM

Board of Trustees (BOT) members present: Jessica Ducrow, Anne Campbell, Laurie Cameron, Makeighlee Marstaller, Bernadette Lucas, Mary Chatigny

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

1. Call to order at 7:01pm by Jessica
2. Secretary Minutes: February minutes: Motion to approve February 14th minutes with minor edit by Anne, seconded by Mary, unanimous by all who were present at the February meeting. Feb 16th minutes: Motion to approve February minutes with minor edit by Anne, seconded by Laurie, unanimous by all who were present at the February 16th meeting.
3. Communications: Anne has a letter to go to the City Treasurer to instruct spending on a book spending vote the BOT took and the FMP spending vote. This includes updated language that will carry forward.
4. Friends of the Library update: Mary gave a Friends meeting update. The Friends are planning the raffle fundraising for the year and are currently doing a puzzle and game swap. They are also actively looking for members.
5. Budget Report: Aimie discussed current budget status.
FY25 Budget update: Aimie reviewed the FY25 Budget Proposal as of second budget mtg 3/12/24. The additional \$2,000 that the BOT requested was approved for the Library Dues and Membership and Library Training lines.
6. Facilities Report: Aimie presented her monthly Facilities Report to the Trustees for March 2024. This document is included in the addendum. (Addendum 1).
Capital Projects Update: Meghan discussed the copper gutters that are contributing to water infiltration as well as the temporary ramp on the back of the building as new FY25 Capital requests. Still on the Capital list are Window Restoration and Emergency Lighting which will remain. Meghan submitted the ramp to the CDBG for replacement, it would be an even replacement. We will hear back in August or September if approved for funding.
Aimie continues to work with the alarm company to find out why the APL has two accounts. If no satisfactory answers and resolution are found, Aimie will look to possibly change alarm companies.
Pest control has been to the building and think there may be mice in the attic. Bait boxes have been placed and they will be back to fill in an open HVAC hole that was not filled.
Meghan found a conservationist to look at the front desk and the front doors. She received the news today that because the doors went so long without treatment, it may be costly, \$10K. The circulation desk may be around \$7K-\$9K. Trust funds will be considered to cover the cost.
Meghan reviewed the climate control in the Amesbury room and the special collection storage room. The humidity seemed a bit high. Meghan will keep the Board updated.

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

Aimie pointed out that the staff that is currently working has been in their job for a whole year. Aimie gave kudos to her current staff for the work ethic and camaraderie.

Sub-Committee Updates - discussed adding new members to subcommittees in April.

New Business: FMP - Aimie explained FMP process from RFQ to selection committee. Meghan reviewed the firms that were interviewed for the Board. The finalists were Oudens Ello, CBT and Bruner Cott. Bruner Cott was the firm that the selection committee chose. Aimie reviewed the references that she checked. Received positive information from the Bruner Cott and SGH references. This reinforced the decision of the selection committee.

Anne made a motion to accept the recommendation of the selection committee to move forward with the architectural firm Bruner Cott. Mary seconded, unanimous.

Old Business - Secretary Role - Laurie keeping, will review in January 2025.

Matters not reasonably anticipated in advance of the meeting.

Public Comment

Adjourn - 8:15pm motion to adjourn by Laurie, seconded by Mary. Unanimous

Facilities Report to the Trustees

March 13, 2024

Completed Facility Projects Since Last Meeting

- **Tree (facing the parking lot):** at request of Director, DPW trimmed branches that were encroaching on the building.
- **Gas Meter:** National Grid replaced our gas meter on 2/21/24.
- **YS Bathroom Sink:** started leaking on 3/2/24, Cote Plumbing responded and replaced the faucet.

Ongoing Facilities Projects

- **Front Door:** no update on the hinges.
- **Drain at Staff Door:** no update.
- **Tech Service Office Heat:** waiting on quote from electrician for electric Modine heating unit.
- **Water in the Tech Service Office / Gutter Repair:** no update. Water drying equipment has been in the tech services office since January 10, to date have collected 23 inches of water. Director empties the barrel weekly.
- **Lower Level Lights:** waiting on quote from electrician.
- **Ramp:** quote received and incorporated into Capital Budget request.
- **Pedestal Light Fixtures:** lights on main level still be reported as too dim. No solution at this time.
- **Building/Fire Alarm System:** still working with vendor to understand why bill is doubling for 2024.
- **Pests in Attic:** staff reported animal sounds over the Teen Loft, ModernPest came out to review on 2/29/24. Did not see any evidence of animal activity but was unable to review exterior due to weather conditions that day. They will return to review if there is any place around the gutters comprised such that a bird/squirrel could have gotten into the attic area.

Preservation Projects

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

Capital Projects

- **Climate Control for Special Collections:** a red light keeps appearing next to the 'fill' icon on the humidification unit outside the vault. North Shore Energy who installed the system reviewed but could not find a source of the issue. They are due to return to continue investigation.
- **Facilities Master Plan:** see earlier agenda item.
- **Window Restoration:** on hold.
- **Emergency Lighting:** waiting for quote from electrician for exterior lights.

Library Director's Report to the Trustees

March 13, 2024

Staffing (FTE level = 10.75 / 10.75)

Technology

- Currently researching print management software to streamline patron payment and add mobile printing.

General Library News

- **Programs/Outreach:**

- February School Vacation week was lively in the library with lots of young visitors doing creative crafts. The star programs were two sessions of role-playing games for 7 -10 year olds and 11-14 year olds designed and run by YS Assistant Cassandra. These were so popular that we will be starting a regular playing group in March for these ages.
- The YS World Reading section continues to grow and we are excited to be adding Haitian Creole books to our collection this month, a language that is being requested by the school community.
- Stephanie, Assistant Director, and Clare, Head of YS, are both working with the new Poet Laureate to partner for programs in April (poetry month).
- We decided to shift our Museum Pass budget this year to not renew the Boston Children's Museum pass due to low usage and that it is our most expensive pass. Instead we split the dollars to fund two kid/family oriented museums that are more local; Wenham Museum and Children's Museum of NH.

- **Misc.**

- We are seeing a shift in patron activity throughout the week with Saturday becoming our busiest day by hour for January and February.
- Adult shelving volunteers have shifted around as we have taken on a new Senior Tax Write-off Volunteer.
- We have been seeing evidence of teenagers vaping in the library. We are working with the School Resource Officers (SROs) and Partnership of Amesbury Community & Teens (PACT) to collaboratively address it.

Library Closings/Delays

- February 13 – closed for weather
- February 19 – closed for holiday