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Amesbury Public Library Board of Trustees Meeting Minutes

Amesbury Public Library Board of Trustees

Location: Amesbury City Hall Auditorium

Wednesday, January 8, 2025

7:00 PM

In attendance: Jessica Ducrow, Anne Campbell, Laurie Cameron, Mary Chatigny, Mak Marstaller, Bernadette Lucas, Alex Matthews

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

1. Call to order 7:00pm by Jessica

2. Officer Elections

- Chair - Anne nominates Jessica as Chair, Jessica accepts. Laurie seconds. Unanimous
- Vice Chair - Laurie nominates Anne as Vice Chair, Anne declines. Jessica nominates Mak, Anne seconded. Unanimous
- Secretary - Anne nominates Laurie, Alex seconded. Unanimous. Alex to be back up for Laurie.

Sub-Committee assignments

Preservation Committee:

Laurie Cameron - Chair

Mary Chatigny

Alex Matthews

Finance Committee:

Mary Chatigny - Chair

Anne Campbell

Jessica Ducrow

Long Range Planning:

Brenda Rich - Chair

Mak Marstaller

Mary Chatigny

Director Review Committee:

Jessica Ducrow - Chair

Brenda Rich

Laurie Cameron

Communications Committee:

Anne Campbell - Chair

Jessica Ducrow

Mak Marstaller

Bernadette Lucas

3. Secretary's Minutes from December 11, 2024 - edit 2nd b. in #11 (formatting error). Mary made motion to accept, Anne seconded, unanimous.

4. Communications:

- a. Mobile app printout distributed.
- b. The Daily News is issuing a redaction regarding the flagpole in front of the library not being put at half-mast following the death of former President James Carter. The pole is owned by the city and not under the library purview.
- c. Jessica, Anne and Aimie had call with ECCF today to go over the options available regarding fundraising. At this point, it does not seem like a good fit.

5. Friends of the Library Update - Mak to stay as liaison for 2025.

6. Budget Report - no questions

7. Facilities Report and Capital Projects Update - Aimie presented her monthly Facilities Report to the Trustees for January 2025. This document is included in the addendum. (Addendum 1).

- a. Water in tech services is back again. There was a leaky pipe discovered, fixed by plumber.

8. Conditions Assessment and Facilities Master Plan Update - working on utilizing the FMP to help develop for the Capital ask this year.

9. Director's Report - Aimie presented her monthly Director's Report to the Trustees for January 2025. This document is included in the addendum. (Addendum 2).

- a. The door counters now reflect accurate numbers.

10. Sub-Committee Updates - none

11. Old Business

- a. Trustee Trust Fund Allocation for Project Management Services Vote - Aimie asked Bruner Cott to give the APL a quote on the Window Restoration. Aimie is asking the board to expend \$5,000 for BC to manage the project. Aimie to clarify with BC that the site visit is included in the quote. Aimie will get back to the BOT. Mary made a motion to continue this vote until the next meeting. Anne seconded. Unanimous by all present at the meeting.

- b. Facility Maintenance Ad-Hoc Sub-Committee - the Library Task Force will be utilized for a pre-check before items go to the board for a vote. Laurie, Jessica, Mary, Tracy and Rachel. Aimie will follow up with the group.

- c. Library Collection Development Policy Discussion - Aimie and her staff reworked some of the language as discussed in December 2024 meeting. Jessica asked for a vote on option 1 or option 2 formatting. Unanimous for option 1. Aimie will format all future policies in the same manner. Jessica asked for a vote to accept the revised policy, Laurie made a motion to accept the revised Library Collection Development Policy, Mak seconded. Unanimous by all present at the meeting.

Aimie will submit a request for this specific policy to be sent to KP Law for review.

- d. Board Vacancy Update - Aimie had one person come into the APL and inquire about the vacancy. Bernadette also mentioned a friend that was interested.

12. Matters not reasonably anticipated in advance of the meeting - None

13. Public Comment - None

14. Adjourn - 8:34. Laurie made motion to adjourn, Anne seconded. Unanimous by all present at the meeting.



Facilities Report to the Trustees January 10, 2025

Completed Facility Projects Since Last Meeting

- **Staff Bathroom Toilet:** wasn't flushing properly, Cote Plumbing came and fixed it.
- **Boiler:** completed second drain when was here to fix the staff toilet.
- **Air Quality Testing:** Testing was done on 11/27, results are attached.

Ongoing Facilities Projects

- **Front Door:** no update on the hinges. On December 28, 2023 wind/rain storm in which the wind was blowing so hard water was coming in under the front doors. Director cleaned up with towels.
- **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.
- **Lower Level Lights:** waiting on quote from electrician to adjust which lights are attached to which wall switch to all some customization. Aimie and Stephanie installed a film covering on key lights that is dampening the light overall.
- **Staff Door:** got quote from local contractor, waiting for go-ahead from DPW.
- **Ramp:** vendor who installed the ramp back in 2007, Amramp reviewed the ramp. Rep said the galvanize steel plates/rales are in good condition. We showed him the rusted out legs and corner one that is sitting on some concrete that is angled. He is going to send two separate quotes. A full 1-1 replacement and a separate quote just to replace the feet, platforms, and supports keeping the steel that is in good condition. He also recommended a de-icer spray solution that is environmentally friendly (he compared it to the de-icer used on planes) that has been shared with DPW.
- **Pedestal Light Fixtures:** lights on main level still be reported as too dim. We are trialing floor lamps but have not received feedback that they are helping.

Preservation Projects

- **Historic Front Doors:** seeking a new conservator. Annual second coat for 2023 has not been applied.
- **Mosaic Tile Front Entry:** on hold due to lack of staffing capacity.
- **Circulation Desk:** on hold due to lack of staffing capacity.
- **HVAC monitoring:** see attached.

Capital Projects

- **Climate Control for Special Collections:** on 1/9/24 discovered part on exterior of vault is leaking water. Humidifier unit was running all day, which was not normal. Vendor was called, waiting for service visit to address.
- **Facilities Master Plan:** see separate document.
- **Window Restoration:** on hold.
- **Emergency Lighting:** waiting for quote from electrician for exterior lights. Geoff Cyr did an initial plan for what interior lights were needed before his passing. The electrician's initial walkthrough with those plans posed a variety of challenging questions about how power could be run to certain areas without disrupting historic architectural details. We are still in the exploratory phase of this project.



Library Director's Report to the Trustees

January 10, 20²⁵

Staffing (FTE level = 10.75 / 10.75)

Technology

- Network cabling project is complete. They have removed all old cabling.

General Library News

• Programs/Outreach:

- Popup library at Heritage Towers continues. In December Circulation assistant Susan, brought a take and make craft kit.
- Between Stephanie and Jodie, APL held 6 adult programs in December, with a total of 52 people attending.
- Brought back the felt ornament crafting program in-person for the first time since 2019 and did a drop-in style program with great success attracting families and adults for a fun evening of sewing and socializing.
- School winter break saw lots of winter craft creating in the YS department with rice filled sock snow people bringing patrons exclusively for that project.
- The Teen Loft had a drop-in friendship bracelet project in celebration of Taylor Swift's December birthday and is being enjoyed by Swifties and all alike.
- Head of Archives, Meghan, was the master of ceremonies at the City's inauguration of elected officials on 1/2/24.

• Misc.

- Librarian, Jill has made improvements to the appearance and content of the library's Wowbrary newsletter (people can subscribe to see new items the library has added in the past week). We hope to increase promotion of this resource to encourage people to borrow our new materials.

Library Closings/Delays

- December 25 – closed for holiday
- January 1 – closed for holiday