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By City Clerk at 8:12 am, Sep 25, 2025

Amesbury Public Library Board of Trustee Meeting Minutes
Location: Virtual
Date and Time: Wednesday, August 13, 2025
7:00 PM

This meeting will be conducted under S. 2506, An act relative to extending certain COVID-19 measures adopted during the state of emergency, signed on March 28, 2025, and further extended through June 30, 2027.

The public can view/participate in this meeting:
• Join the virtual meeting by dialing +1-929-205-6099
• Meeting ID: 836 8263 0092
• Passcode: 281554
• https://us06web.zoom.us/j/87801244151?pwd=6Hv7SRvLlxmxMrtGSPulPbHdkKDYhS.1

In attendance: Jessica Ducrow, Mak Marstaller, Laurie Cameron, Mary Chatigny, Brenda Rich, Alex Matthews, Alyson Osgood

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

Call to Order - by Jessica at 7:01pm

1. Secretary's Minutes - Mary made a motion to accept July minutes with no edits, Mak seconded. Unanimous by all present at the July meeting.

2. Communications - Jessica received an email from the National Historical Register accepting the APL entry. There will be a meeting on September 10, 2025, at 1pm via Zoom, more info to come as we get closer. Meghan reached out to the representative of the state to find out more about what the meeting entails. Meghan's contact assured that the meeting was mostly administrative and informational.

3. Friends of the Library update - Aimie attended this months' meeting. They discussed doing something for the upcoming National Friends of the Library week. Discussed another membership drive. Discussed bringing back the cookie walk in December. Further discussion needed on those topics.

4. Budget Report - Aimie confirmed we are on track with the budget. No questions.

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

a. Window Restoration Project Update - Aimie said that the windows got removed today to be moved offsite to be restored. The windows are currently boarded up. Proposed timeline is that the original windows will be returned by end of September. Discussed putting out public notice via social media to make the public aware. Still finalizing paint colors.
b. Birch tree update - Aimie requested a determination from the tree warden on the tree but has not received it yet. There are 4 trees in the front of the library within the retaining wall that look like they may need to be removed. Possibility of cleaning and cutting back the trees before removal is considered. The APL would like something in writing from the tree warden stating his recommendation. Jessica offered to solicit that response from DPW/tree warden and follow up with the mayor's office if we do not receive a response. Aimie requested communication from the DPW in advance of any work being done with the trees, so she has time to plan for closing doors to public and rerouting patron traffic. Waiting to hear and hopeful to develop a landscape plan moving forward for that space.

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

7. Sub-Committee Updates
    a. Fundraising Committee had a meeting - July 14th - Alex discussed an annual appeal, and figuring out what that will look like. The Friends are looking at possibly setting up donor software. Minutes to be added to September meeting packet for approval.

8. New Business
    a. Delayed opening hours for staff meeting vote - Aimie would like to have monthly all staff meetings, which would require a delayed 1/2 hour opening on every 2nd Thursday of the month. Aimie asked that the BOT vote to approve the delay opening. Alex made a motion to approve a 1/2-hour monthly staff meeting with a delayed opening. Aly seconded. Unanimous by all present at the meeting.
    b. October hours vote to allow NELA conference attendance - Four staff members were given scholarships to attend the NELA conference. Aimie would like the trustees to approve a change in hours on 10/27, to 9:30am-5pm and on 10/28 to 12pm-8pm. Brenda made a motion that the library adjust the hours on 10/27 and 10/28 as requested. Mary seconded. Unanimous by all present at the meeting.
    c. Director leadership coaching vote to use Trust funds - Aimie requested the BOT approve the use of Trust funds to hire a leadership coach for 10 sessions at a reduced rate for herself, which includes an all-staff meeting. Mak made a motion to utilize unrestricted Trust funds towards professional development for Aimie. Jessica seconded. Unanimous by all present at the meeting.

9. Matters not reasonably anticipated in advance of the meeting - Alex asked about an update on the Ordway building. Not much of an update other than the developer (Mark Wojcicki) will appear in front of the planning committee to approve the plan.
    a. Confirmed 2 candidates for election. Jessica thinks there was a third and will reach out to see if the person interested would like to go through the appointment process. Jessica will follow up to keep the BOT updated.

10. Public Comment - None

11. Adjourn – Motion to adjourn by Mary at 7:48pm, seconded by Aly. Unanimous by all present.