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By City Clerk at 9:24 am, Jan 05, 2026

Amesbury Public Library Board of Trustee Meeting Minutes

Date and Time: November 12, 2025 at 7:00PM

Location: Virtual

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: 850 7859 9356
- Passcode: 227095
-

<https://us06web.zoom.us/j/85078599356?pwd=U7uS0wWeLabVdoag778pMgKgPJuRT.1>

Call to Order - by Jessica at 7:02pm

1. Secretary's Minutes - Mary made a motion to accept the minutes as presented. Brenda seconded. Unanimous by all present at the October meeting.

2. Communications - None

3. Friends of the Library Update - Meeting was not attended this month by a BOT member or the Director.

4. Budget Report - No questions

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

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

7. Sub-Committee Updates-

- a. Fundraising Sub-Committee— Alex made a motion to accept the minutes. Aly seconded. Unanimous by all present at the meeting.

b. Finance Sub-Committee - Jessica made a motion to accept the minutes. Mary seconded. Unanimous by all present at that meeting.

c. Director Evaluation Sub-Committee - Jessica made a motion to accept. Aly seconded. Unanimous by all present at the meeting.

d. Communications Sub-Committee - Anne made motion to accept the minutes. Jessica seconded. Unanimous by all present at the meeting.

8. New Business-

a. Presentation and discussion about FY27-29 Library Strategic Plan by contracted consulted firm Sarah Glatt and Shelley Rogers, Paper Crane Associates - Introduction of Paper Crane and an overview of the upcoming Strategic Planning process.

9. Matters not reasonably anticipated in advance of the meeting-

a. The high school requested that the APL close at 2:30pm for upcoming Promenade instead of 3:00pm to give them extra time to get to their prom venue.

b. Alex shared that he spoke with Dawne Shand, MA State Representative. She offered to meet with the Trustees to discuss the current state of libraries in MA, funding, etc.

c. Alex shared that the Annual Appeal letters are ready and those that are able, meet at Barewolf Brewery at 1pm on Saturday to stuff envelopes.

d. Jessica mentioned a BOT outing after the December meeting.

10. Public Comment - Jessica introduced Jane and Ann, newly elected trustees. Ann Langlois and Jane Becker introduced themselves.

Adjourn - at 8:19pm. Anne made motion to adjourn, Laurie seconded. Unanimous by all present.

Facilities Report to the Trustees

November 12, 2025

Custodial Duties Performed by Staff

- In addition to daily tasks, Director and Assistant Director removed all portable AC units from windows and stored them.

Completed Facility Projects Since Last Meeting

- **Heat:** Cote Plumbing turned on boiler for season.
- **Lamppost:** lamppost on steps in front of building was strobing since September 23. DPW replaced the lightbulb on November 4.

Facilities Projects Actively Working On

- **Fountain:** appears to have been drained. Director needs to call vendor to cover.
- **AC units:** three window units need to be removed for winter, waiting on DPW.
- **Lightbulbs out:** handful of bulbs out in building. DPW replaced some on November 4, have a few more need to do.

Facilities Projects Actively Working On – No Update Since Last Meeting

- **Driveway-side Lawn Beautification:** all work that can be done before winter has been completed. Ecogardners will resume rest of project in spring.

Facilities Projects - Stalled

- **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.
- **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 12/3/24, have quote. Waiting to hear from DPW on next steps based on required procurement level. Was submitted as capital request, Mayor indicated revenue from School Street properties sale should be used.
- **Smell in Lower Level:** Smell has not reappeared since he put in the temporary fix. Unknown if permanent fix put in.
- **Water in the Tech Service Office / Gutter Repair:** continue to see no water. Carpet still needs deep cleaning to remove dirt and mineral staining left over from water and equipment.
- **Lower Level Lounge:** wall where cabinet was once attached still needs carpet to be patched.
- **Shed Move / Fence Replacement:** Additional work that is needed to complete this project are new roof to be installed, a ramp built into the shed and for the shed to be painted.

Capital Projects

- **Window Restoration (\$37,375 awarded in FY21; current balance \$10,184):** front six windows on south elevation have been completed with the exception of UV film and storm windows. Have a quote, need a handyman/carpenter to interface with vendor for measurements and installation. Working with procurement office to do so.
- **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

November 12, 2025

Visits in October = 5,273

Staffing (FTE level = 10.50 / 10.56)

General Library News

- **Collections:**

- We updated our shelving for music CD and vinyl record collections to allow us to have all of our vinyl records available for browsing. Previously, some were in storage in a staff office, so they were requestable, but not browsable. While the new CD shelving slightly reduces the amount of space we have for CDs, we hope it will make it easier to find a specific CD since they will now be shelved spine-out.

- **Programs:**

- October saw the end of our outdoor Youth Services programming with Cider Hill Storytimes finishing on a chilly, rainy day with 50 people, Pumpkin Storytime at the Pumpkin Patch next door with 40 people, and the incredible Spooky Obstacle Course designed by Rebecca with 60 happy participants.
- Head of YS, Clare delved into fairy tale stories and created a Little Red Riding Hood trunk for the Amesbury PTO Truck or Treat and gave out 520 squishy animals. The theme continued with the Three Little Pigs and the Big Bad Wolf scarecrow for the Amesbury Chamber of Commerce contest which stood the test of rain and wind and got many online likes.
- Adult Wintergreens registration is different this year using a lottery-based system to decrease the potential for problems with our calendar software and to increase the fairness of the process. So far, feedback has been positive.

- **Reference question highlights:**

Reference staff fielded roughly 542 Adult reference transactions in Oct, questions included:

- Ethics of recording someone without their consent and how to disable the feature on his phone.
- How to have two websites open at the same time and initiate a password reset process.

Youth Service staff had 75 reference transactions in Sept.

- **Misc:**

- Three staff attended the New England Library Association's Annual Conference. All associated costs were covered by scholarships from the MA Library System—a value of up to \$4500, since each scholarship covered up to \$1500 of expenses, including conference registration fees, hotel fees, food, and mileage. Staff attended sessions on a variety of topics, including intellectual freedom, library advocacy, readers advisory, and programming. Conference attendance also offered a valuable opportunity to talk with librarians from other libraries, not just in our own network but also from across the state and region.

Library Closings/Delays

- October 13 – closed for holiday
- November 4 – closed early at 6:30pm due to lack of staff
- November 11 – closed for holiday