

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, July 9, 2025
7:00 PM**

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

APL staff present: Aimie Westphal - APL Director

Call to Order - by Jessica at 7:01pm

1. Secretary's Minutes - Brenda made a motion to accept with edits, Mak seconded. Unanimous by all present at the June meeting.
2. Communications - Jessica did an outreach for the LBT on June 26th at the APL to discuss the role of the LBT. The Chamber of Commerce has offered a table at the Summer Series for LBT outreach. Jessica requested some assistance in manning the table.
3. Friends of the Library update - Mary attended in July. The Friends are looking into fundraising software that could possibly track membership as well. There are currently 152 members. They are averaging \$1,400/mo in income. 1282 followers on social media. This coming Tuesday is the Flatbread fundraiser. Discussion as to where to focus their fundraising as far as participation in events around the city.
4. Budget Report - Aimie discussed the last FY25 budget report. Salary came in about \$2,000 over budget due to a couple of events that APL staff attended.
5. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for July 2025. This document is included in the addendum. (Addendum 1)
 - a. Aimie discussed some of the everyday and unexpected custodial duties that have been left to the Director and/or Assistant Director that are draining resources and taking away from the duties they are paid to perform.
 - b. Window Restoration Project Update - Paint samples are being reviewed. Aimie is waiting on the City to discuss the contract with the Window Woman.
 - c. The \$6,000 the APL was awarded for the new air conditioners is now available. Aimie is working with DPW and vendor.
6. Director's Report – Aimie presented her monthly Director's Report to the Trustees for July 2025. This document is included in the addendum. (Addendum 2)
 - a. Aimie highlighted the FY25 statistics.
 - b. APL staff attended the Block Party as well as Pride.

7. Sub-Committee Updates -

- a. Communications subcommittee - met June 21. There was a discussion on how to communicate about the Federal Funding for libraries.
- b. Fundraising subcommittee - Members consist of Alex as Chair, 2 additional trustees and 3 Friends of the APL. The goal is to build the infrastructure around fundraising, a year end annual campaign. Roles will be discussed at this coming Monday.

8. New Business

- a. Board Member Resignation - Bernadette Lucas tendered her resignation from the LBT beginning immediately. Jessica declared Bernadette's resignation at the meeting. Anne made a motion to accept Bernadettes resignation, Mary seconded. Unanimous by all present at meeting.
- b. Anne announced she will not be running for reelection this year. Laurie also announced she will not be running for reelection for another term this year.

9. Matters not reasonably anticipated in advance of the meeting - Discussion on the necessity of an August meeting and whether it be in person or virtual. More to come.

10. Public Comment - none

11. Adjourn – motion to adjourn by at 8:02pm Anne, seconded by Brenda. Unanimous by all present.

Facilities Report to the Trustees

July 7, 2025

Custodial Duties Performed by Staff

- **Director Daily Tasks:**
 - Turning on all AC units and doing visual check of spaces upon arriving to building.
 - Empty dehumidifiers on lower level.
 - Check public water cooler emptying drip tray and replacing bottle as needed.
 - Contact cleaner with any outstanding issues.
 - Bring in recycle bins on Friday morning.
- **6/7** – Saturday staff reported clogged public restroom at closing. Director came in and plunged.
- **6/21** – Saturday staff reported a bat above circulation desk. Director came in on Sunday to walk building with pest control searching for bat. Never found.
- **6/24** – bird in stairwell of staff entrance appeared to be in distress likely due to extreme heat. Multiple staff throughout day moved it to shade out of flow of foot traffic.
- **6/28** – Saturday staff discovered dead bird on ramp. Circulation Assistant removed it.
- **7/1** – Need paint samples on windows to determine color for window restoration. Head of Archives purchased paint samples and painted on windows including use of ladder.

Completed Facility Projects Since Last Meeting

- **AC Units:** DPW installed for season on June 18.
- **Lawn mowed:** volunteer mowed the outdoor program area in advance of obstacle course program as DPW didn't have any staff on that day to mow.

Facilities Projects Actively Working On

- **Shed Move / Fence Replacement:** Jay started installation of the new fence. Waiting to hear when he will complete it, one section left to be installed. Additional work that is needed to complete this project are for asphalt to be poured on area leading into yard, new roof to be installed, a ramp to be built into the shed and for the shed to be painted.

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.
- **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:** Still waiting on plumber to come back to put in permanent fix. 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 in that area.

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. Vendor reviewed again in April, still no fix. As of early May has started to make loud draining sound a couple times a day. Reported to Jay and called North Shore Energy to report issue. Waiting to hear.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** vendor has been selected, working with City on contract and we need decide on paint colors.
- **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 July 7, 2025

Visits in June = 5,405

- 6/18 was the single busiest day in foot traffic and checkouts in 2025; 388 people passed through the doors with 70 people coming through the doors between 10:30-11:30am and 134 people checked out that day.

Staffing (FTE level = 10.50 / 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. Delay due to staffing capacity.

General Library News

- **Procedure:**
 - Director and Department Heads have been working on procedure for staff to have guidance if an ICE agent wants to access records at the library and/or wants access to staff-only spaces at the library.
- **Outreach:**
 - Head of YS Clare and YS Assistant Rebecca staff our table at Block Party on 6/26 as part of Amesbury Days. They had a community craft decorating giant puzzle pieces that will become a temporary wall hanging in the kids room. About 100 people stopped at the table and 64 created a puzzle piece.
 - Reference Librarian Skylis and YS Assistant Cassandra staffed our table at the Pride event on 6/29 as part of Amesbury Days. They brought a button making activity, passive play items for young kids, and had a popup library with books for all ages.
- **Reference question highlights:**
Reference staff fielded roughly 719 reference transactions in June alone! Questions included:
 - whether extra postage is needed for a letter containing four pages
 - how to get a product into a cart and then purchase it when shopping online
 - when and where is Amesbury's Block Party this year

FY25 Stats Highlights

- Visits in FY25 = 59,723
- Provided access to 7,051 new physical items (includes purchased and through ILL).
- Physical checkouts and renewals = 126,023
 - This is an increase of nearly 2% over FY24, which saw a total of 123,842 physical items checkedout or renewed.
- Electronic checkouts and renewals (OverDrive (Libby)) = 36,032
 - This is an increase of about 26.5% from FY24
 - And it is an increase of 79% from FY23
- Adult (in-person (onsite and offsite) and virtual programs = 165 events
 - with a total attendance of 935 people.

Library Closings/Delays

- June 19 – closed for holiday
- June 21 – closed at 1pm due to bat in building