

**RECEIVED**

**By City Clerk at 9:33 am, May 29, 2026**

**Amesbury Public Library Board of Trustees Meeting  
City Hall Auditorium  
Wednesday, April 8, 2026**

**Board of Trustees member present:** Mak Marstaller, Mary Chatigny, Alyson Osgood, Jane Siebecker, Marsha Pease, Ann Langlois

**APL Staff Present:** Aimie Westphal- APL Director

**Call to order:** 7:00 pm by Mak

**1. Secretary's Minutes-**

Jane made a motion to approve minutes of the March 11 meeting with corrections; Alyson seconded. Unanimous by all present at the March meeting.

**2. Communications-**

There is 1 applicant so far for the vacant seat on the Trustees Board.

Mak requested we hold May 26 open for a joint meeting with the City Council. We are waiting on the City Council to confirm.

**3. Friends of the Library update-**

The Friends has a new board member.

There is an uptick in membership; twelve people signed up after the *Puzzle and Game Swap*. Fundraising is going well.

The next Friends' meeting is April 22.

**4. Budget Report-**

Aimie presented the budget report for March (Addendum 2). We are a little over 83% of the Fiscal Year.

The overtime budget is overspent and will be covered by the Salary line item.

Update on the FY27 budget- the two hour Administrative Assistant position has been cut; current staffing will be level-funded. We will be leaning on Supplemental Funds.

Aly asked if Mayor Gove had shared any of the creative problem solving in regards to staffing that she had referred to earlier in the budget season. Aimie said not to date and that staffing is a very complicated process. For example on Wednesday there is **one** hour during which there is 11 people on staff schedule but that does **not** mean those staff are all in the building at that time.

Saturdays are staffed with the minimum of three people.

To staff the Reference desk, that staff must have an MLS.

Aimie is waiting to hear when the Budget Meeting with the City Council will take place.

Mak asked Mayor Gove for clarification on the \$5000 requested for miscellaneous facility maintenance and she replied that amount was approved and is in the DPW Budget. Jay in Facilities has been asked to please repair the shed by April 23; that is when outdoor programming begins.

## **5. Facilities Report-**

Aimie presented the Facilities Report dated April 8, 2026 (Addendum 1).

Jane asked to learn more about the EcoGardners and Aimie explained they are a volunteer group who have been creating and maintaining various gardens/landscape around the library. They have also created pollinator gardens throughout the town including the town park.

Update on the Window Restoration: custom made storm windows are in progress for the front six windows on south elevation.

We are still waiting on a quote for the interior emergency lighting.

Bartlett Tree Company will be on site April 20th to trim and tend to the birch trees.

## **6. Director's Report-**

Aimie presented the Director's report dated April 8, 2026 (Addendum 2)

The library had 5,530 visitors in March, that's 1500 more than in February.

Admin staff worked 15 hours working the desks to allow staff to complete their regular work.

Mak asked who was mentoring our high school intern; mentors are Clare and Meghan.

Mak suggested our intern do a reflection, maybe as a media post.

## **7. Sub-Committee Updates**

*Long-range Planning* met virtually March 9. We are in Phase 2 of the plan. There will be 3 public meetings with our Strategic Planning Consultants. These will take place at the Library on April 15th at 10:30am and on May 4th at 6:30pm; May 7th at 7:00pm will be a virtual meeting.

Work is being done for a survey; 1:1 meetings with the community have begun.

*Fundraising* met; Marsha offered to fill the vacant position and has fundraising and finance experience.

*Communications* met.

The Trustees have a vacancy in the Vice-chair position. We will not fill tonight as we do not have a full board.

## **8. New Business - Discuss schedule week of Juneteenth holiday**

This year multiple holidays that fall on a Friday, per the union contract staff have that day off. If the library was open those Saturdays, the staff would be working extra hours and potentially overtime depending on how many hours the Board requested it be open. The group agreed to just discuss Juneteenth at this meeting. The question on the table being whether to be open or closed that following Saturday June 20. To open the Director would seek staff to volunteer. Discussion focused on fact that overtime budget this fiscal year is already overspent and Director is predicting salary line will be fully

expended by end of fiscal.

Alyson made a motion to close Saturday, June 20th. Marsha seconded. Unanimously approved by all present.

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

Aimie shared that the Cultural Center in the Upper Millyard is reservable for meetings. Since the old City Hall Auditorium is occupied during our scheduled May 13th meeting, we will meet at the Cultural Center that evening.

**11. Public Comment-**none

**12. Adjourn-** Mary made a motion to adjourn at 8:24; Alyson seconded.

## Addendum 1



### Facilities Report to the Trustees

April 8, 2026

#### Custodial Duties Performed by Staff

- Normal daily duties.

#### Completed Facility Projects Since Last Meeting

- **Granite Threshold to Office:** the threshold between door connecting the circ office and reference room came partially detached. Carpenter who is doing work for the storm window project re-adhered the threshold.
- **Front Steps:** multiple steps damaged with rebar showing. Mason removed old, rusted rebar, replaced, and reframed steps and repaired a few others that were severely cracked. 9 steps total.

#### Facilities Projects Actively Working On

- **Water Spigot Driveway Side:** there is a water spigot on the building facing the driveway side that the EcoGardners requested be reactivated (had discovered the line was cut) to facilitate the garden they are creating on the lawn where the shed used to be. Plumber came out to review and gave us a budget number that was feasible with our miscellaneous facility funds. Waiting to get work scheduled.
- **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. Asked Jay to complete by April 23 when outdoor programming begins.

#### Facilities Projects Actively Working On – No Update Since Last Meeting

- **Lightbulbs out:** handful of bulbs out in building. DPW replaced some on November 4, have a few more need to do. Additional lights have gone out while waiting for them to return.

#### Facilities Projects – Stalled for 1 Year

- **Stone Wall by Ramp:** volunteer saw large stone fall out of it and noticed general disrepair. DPW and Inspections are aware. A mason reviewed it but never sent quote. Many other department staff reviewed and say they have ideas, no work yet completed.
- **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 for FY27. Director also applied for small grant to supplement, will hear if awarded in later April.
- **Smell in Lower Level:** Smell has not reappeared since he put in the temporary fix. Unknown if permanent fix put in. Mentioned to Energy Mngr recently and he plans to review.

#### 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. Carpenter measured.
- **Emergency Lighting (\$25,000 awarded in FY24; current balance \$22,760):** exterior lights were installed on 6/6/24. Interior have been on hold due to lack of staffing capacity but were a main area of focus for the building inspection. The building inspector walked an electrician through and we are waiting on the quote.

## Addendum 2



### Library Director's Report to the Trustees

April 8, 2026

Visitors in March = 5,530

#### Staffing (FTE level = 10.50 / 10.56)

- Non-admin staff time spent working outside department in March = 45 hours
  - Slightly higher than usual due to one staff being on a two week medical leave
- Additional AD time spent working desks to allow staff to keep up with regular work: 15 hours
- Week of March 15<sup>th</sup> marked 38<sup>th</sup> consecutive week open at minimum hours for certification

#### General Library News

- Programming:
  - Youth Services department has been planning summer, first outdoor program of the season is April 23.
  - Clare, Head of YS, has been working to install the annual Poetry Storywalk to celebrate National Poetry Month
  - Tiny Art returns and is on display, record number of kits given out this year about 180 and about 40 art pieces were submitted to be put on view at the library in the Amesbury Room on the bookcases
- Outreach:
  - Exhibition that Head of Archives, Meghan has been working on with AHS students opened week of April 5<sup>th</sup> and will be on view through end of school year.

#### Behind the Scenes

- Snapshot of regular reference staff work that cannot be done while on the reference desk:
  - Cataloging (662 new items added to the library in March)
    - If slow some of this work can be accomplished
  - Weeding adult collections
  - Creating & maintaining book displays & collection shelves (often done by AD since other staff struggle to find the time)
    - If slow some of this work can be accomplished
  - Shelving materials (normally done by volunteers but done by staff when volunteers are not available and we are out of room on reshelving carts)
  - Running in-person programs (4 for adults in March)
  - Attend meetings (e.g. all staff, reference department, collection developers)
- High school intern Emma started in March working with us for 6 weeks splitting her time between the youth services department helping with program prep and archives picking up projects where the previous high school intern left off last summer

#### Library Closings/Delays

- March 3 – closed early at 4:30pm due to ice on ramp
- March 5 – delayed opening of 10am for staff meeting
- March 6 – delayed opening at 10:30am for snow cleanup