

RECEIVED

By City Clerk at 9:05 am, Apr 14, 2025

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, March 12, 2025
7:00 PM**

Board of Trustees (BOT) members present: Jessica Ducrow, Mak Marstaller, Laurie Cameron, Anne Campbell, Mary Chatigny, Bernadette Lucas, Alex Matthews, Alyson Osgood, Brenda Rich

**APL staff present: Aimie Westphal - APL Director
Stephanie Smith - APL Assistant Director**

1. Call to Order - by Jessica at 7:00pm
2. Welcome New Board Member - Alyson Osgood
3. Secretary's Minutes – Anne makes a motion to accept minutes with edits. Brenda seconded. Unanimous by all in attendance at February meeting. Add attendees to minutes. Correct Alyson's name in 11b. Change 12c bullet 2 to Municipal Buildings from Blogs.
4. Borrower's Rights and Responsibilities Policy Review - Policy has been rewritten by APL staff and is up for review. Edits made include procedural language while retaining actual policy. The Library of Things is included in the Borrower Rights and Responsibilities. Some discussion surrounding the Residents of Non-MVLC Libraries in MA and Residents of Other MVLC Communities. Aimie would like to rewrite that portion. She will bring this back to the BOT in April.
5. Lending to Residents of Municipalities with Decertified Libraries Review - This policy will be included with the rewrite of Borrower's Rights and Responsibilities.
6. Communications - no emails
7. Friends of the Library Update - Mak will be attending the meeting next week and report back in April. The Friends hosted a coffee at the library that was well attended. The Friends and the Stacks are working with the book club at Silvaticus to hopefully be able to supply the monthly reading material.
8. Budget Report – In packet. Aimie reviewed by line item, as there is a new trustee present. Aimie reported that Clare applied to the Amesbury Youth Funding and received a grant for a Youth Services program. And an ACC Grant was given for an Adult Program.
9. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for March 2025. This document is included in the addendum. (Addendum 1). Aimie shared that there has been forward movement on the window restoration project with the project manager from Bruner Cott coming to the library to scope to send to vendors.
10. Director's Report – Aimie presented her monthly Director's Report to the Trustees for March 2025. This document is included in the addendum. (Addendum 2). Staff development day is rescheduled to 3/20 for a team building, library will close at 3:00pm.
11. Sub-Committee Updates - The communications subcommittee met on 2/18, Anne will submit the minutes at April's meeting.
12. New Business
 - a. Upcoming Board Elections - 5 board members are up for election in November. Papers can be pulled on May 15th.

13. Matters not reasonably anticipated in advance of the meeting - Long Range Planning on hold right now, due the first of October. Jessica attended a library accessibility listening session, she will share more information with the Communications subcommittee. Aimie, Jessica and Mary attended the first budget meeting with the Mayor, with Aimie presenting the budget.
14. Public Comment - none
15. Adjourn – Motion to adjourn by Brenda at 8:07pm, seconded by Mary. Unanimous by all present.

Facilities Report to the Trustees

March 12, 2025

Completed Facility Projects Since Last Meeting

- **Lights Out:** Jay replaced handful of dead light bulbs in building including two fixtures that needed new ballasts.
- **Old Wire Mold:** Jay removed old wire mold in Kids Room that was now full of dead cabling leftover from the networking project last year.

Facilities Projects Actively Working On

- **Water in the Tech Service Office / Gutter Repair:** still monitoring if there is potentially a ground water issue. Had a few warm day with significant snow/ice melt and no water was in the office.
- **Cleaning:** cleaning contract is in final stages of procurement, new cleaner slated to start 4/1.
- **Mini-Split in Records Room:** stopped working resulting in that area not being heated. Jay is working with the vendor. They came out one day and replace thermostat which made it work for a few hours but it ultimately shut off again. Waiting to hear from vendor.

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.
- **Shed Roof:** the shed's roof is leaking in the back right corner and is generally beyond its useful life. Jay is planning to replace it, he has a PO for the materials, waiting to hear when he can do the work.
- **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, have quote. Waiting to hear from DPW on next steps based on required procurement level.
- **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.

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 recently, still no fix.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** met with Adrienne from Bruner Cott who is going to be the project manager on this project. She will be doing a site visit on 3/12 and is working on scope to send to vendors. Goal is to have project complete by end of June.
- **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

March 12, 2025

Visitors in February = 4,421 (-263)

Staffing (FTE level = 10.56 / 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.

General Library News

- **Programs:**
 - February vacation was very busy in Youth Services with Cassandra hosting a role playing game program for 7-10 year olds and Rebecca designing fantasy map making stations for all ages from the youngest to teens.
 - Every couple of weeks Youth Services staff change out a passive craft in the kids' section and each month anywhere from 100 -200 crafts are completed along with families reading the picture book that accompanies it. The current craft is a plate of pasta made with tissue paper and ribbons and the book is Pasta Pasta Lotsa Pasta by Aimee Lucido
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- **Outreach:**
 - Head of Youth Services, Clare continues to participate in community organizations and planning, in February attending the Juneteenth Planning Committee, Chamber of Commerce Events and Tourism Meeting, and PACT Marketing Strategic planning session.
 - Clare read aloud to a 2nd grade class for Read Across America.
 - Clare dropped off an entire wagon of peanut butter and jelly to the Chamber that had been donated as part of the Spread the Love event.
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- **Misc:**
 - We are excited to welcome back two senior/veteran tax write-off program volunteers who have both continued to volunteer here in the program's off-season. We appreciate the time and effort they put into shelving adult collections.
 - Director, Aimie and Assistant Director, Stephanie attended a library legislative breakfast in Andover on 3/7 and had the chance to meet with several state reps and senators, or their representatives, to advocate for state-level library funding.
 - After months of shipping delays, our main book vendor is starting to ship books more promptly, allowing us to get a greater number of new books on the shelves. Of the 4400 items cataloged this year, we added 660—15% of the total to date--in February.

Library Closings/Delays

- February 6 – closed for snow/ice
- February 17 –closed for holiday