

Amesbury Public Library Board of Trustees Meeting Minutes

Amesbury Public Library Board of Trustees
Location: Amesbury City Hall Auditorium
Wednesday, April 10, 2024
7:00 PM

Board of Trustees (BOT) members present: Jessica Ducrow, Anne Campbell, Laurie Cameron, Makeighlee Marsteller, Bernadette Lucas, Mary Chatigny, Delia Rinaldi, Alex Matthews, Brenda Rich

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

1. Call to order at 7:01pm by Jessica
2. Secretary Minutes: March minutes: Motion to approve March 20th minutes with minor edit by Anne (under New Business doesn't say who made motion and how we voted) seconded by Mary, unanimous by all who were present at the March meeting.
3. Communications: Memos signed at last meeting were delivered
4. Friends of the Library update: Jessica gave a Friends meeting update. The Friends met with Sheila Beech from the Chamber to learn about the benefits the Chamber can offer. Still striving to increase membership. Looking to reach out to local vendors about gifting throughout the year. Working on branding materials.
5. Budget Report: Aimie discussed current budget status.
State Aid was received today - \$20,739.87.
Aimie reviewed Salary Expended on Extra Hours report and how it works for new board members. Chart shows total dollars spent by month and what is allowed for professional development. Closures are recorded by Aimie so there can be justification to the City if needed. Hours open are also recorded for reporting for state certification.
Library Trustee Trusts: Aimie reviewed what is held in the Trusts and the earmarked uses.
6. Facilities Report: Aimie presented her monthly Facilities Report to the Trustees for April 2024. This document is included in the addendum. (Addendum 1).
Aimie gave update on the alarm company They could not indicate why the APL was receiving two bills. They created one new invoice, and the APL will be paying the same rate as before.
Aimie alerted the LBT of a closure during the storm on April 4th and a delayed opening on April 5th due to power outage. The APL does not have access to a generator. Having access would assist in keeping the APL open as well as keeping the systems running such as the HVAC. The emergency lights did eventually go out during the outage, but the alarm stayed on.
Water in the tech service office is a dire situation. The carpet has been wet during the current wet weather. Insurance will be following up with the agent for the City. Aimie will be moving the staff out of the office and building into the patron area on the lower level for staff to be able to work.
Aimie reviewed the Capital Projects with the new layout in the report.
7. Conditions Assessment and Facilities Master Plan (FMP): Bruner Cott has signed the contract and they visited the APL today. Spent the day getting comfortable and talking to staff.

8. Director's Report: Aimie presented her monthly Director's Report to the Trustees for April 2024. This document is included in the addendum. (Addendum 2).

9. Sub-Committee Updates - discussed adding new members to subcommittees in April.

- a. Assignments of New Board Members
- b. Preservation Committee - 1 vacancy - Alex
- c. Long Range Planning - 2 vacancy - Mary, Mak
- d. Communications Committee - 2 vacancy - Mak, Bernadette

10. Matters not reasonably anticipated in advance of the meeting

Aimie—Budget schedule - 5/29/2024 2nd on list at City Council at 7pm

Aimie - Air purifier filters were given to APL by city during Covid. Indoor Doctor tested the air quality and did a radon test. She received a quote for new purifiers with a 5-year filter life. \$6,627.00 for 6 large capacity and 3 small capacity air purifiers. Aimie asked the LBT to approve her using State Aid for the purifiers. Anne made a motion to approve spending \$6,627.00 from State Aid for 9 air purifiers. Brenda seconded, Unanimous.

Aimie informed us that building out workspace of the tech office would be about \$6,000. This would be to build out the 3 quarter high walls for the staff.

11. Public Comment - none

12. Adjourn: Mary motions to adjourn at 8:07pm, Mak seconded. Unanimous

Facilities Report to the Trustees

April 10, 2024

Completed Facility Projects Since Last Meeting

- **Fire Extinguishers:** yearly inspection on 3/12.
- **Building/Fire Alarm System:** bill for 2024 is now not doubling. Unrelated to the billing issue we've been working to resolve, two days over a weekend the building alarm went off around 4am for no discernable reason. The zone that was being triggered was a motion detector over the lower level emergency exit door. The tech who came out recommended replacing it with a new one which has Passive Infrared Dual technology which decreases the possibility of a false alarm.
- **Staff Door:** closing mechanism on new staff door came detached on 3/26, contractor who installed was able to fix it the next day.
- **Power Outage:** during the storm on 4/4, the power was pulsing most of the day until it went out at 1:30pm. Lower level emergency lights did come on. Power was restored at 9:45am on 4/5.

Ongoing Facilities Projects

- **Front Door:** no update on the hinges.
- **Drain at Staff Door:** no update.
- **Tech Service Office Heat:** waiting on quote from electrician for electric Modine heating unit.
- **Water in the Tech Service Office / Gutter Repair:** situation has worsened. On 3/27 further down the room from where the water has usually come in (against same exterior wall), the carpet was wet under the staff desk. COS, DPW Director, and Insurance Agent came to review on-site. No solution has been proposed. Three staff who work in that office need to be relocated.
 - Water drying equipment has been in the tech services office since January 10 original water infiltration spot, to date have collected 37 inches of water. Staffing shortage in DPW, no staff available to support project resulting in the Director emptying the barrel weekly.
- **Lower Level Lights:** waiting on quote from electrician.
- **Ramp:** submitted in CDBG application.
- **Pedestal Light Fixtures:** lights on main level still be reported as too dim. No solution at this time.
- **Pests in Attic:** staff still reporting animal sounds over the Teen Loft throughout month, ModernPest came did exterior review and discovered a hole that wasn't fully filled that was created for the special collections HVAC project. Tech set up bate traps on either side of the stack wing and will be back to fill the hole.

Preservation Projects

- **Historic Front Doors:** have quote for a treatment plan.
- **Mosaic Tile Front Entry:** on hold due to lack of staffing capacity.
- **Circulation Desk:** have quote for conservation.
- **HVAC monitoring:** see attached.

Capital Projects

- **Climate Control for Special Collections (fully expended):** North Shore Energy determined the 'fill' light was coming on due to a worn our water valve, they have replaced it and it appears to have resolved the issue.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** on hold due to lack of staffing capacity.
- **Emergency Lighting (\$25,000 awarded in FY24; current balance \$25,000):** waiting for quote from electrician for exterior lights, interior lights on hold due to lack of staffing capacity.

Library Director's Report to the Trustees

April 10, 2024

Staffing (FTE level = 10.75 / 10.75)

Technology

- Print management software research still in process.

General Library News

- **Collections:**
 - Added a Lucky Day/non-holdable and non-renewable hotspot to the Library of Things to hopefully increase the amount of times that a hotspot is available without a waitlist.
 - We sent back the previous batch of adult world language materials from BPL and got new materials in to refresh that collection; in addition to books in Spanish and Portuguese, we also got some in Italian (per a patron's request) and Haitian Creole (per info from the schools that they're seeing more families whose first language is Haitian Creole).
 - Reference and YS staff collaborated to debut the Books for Grownups collection, a mix of popular adult titles shelved right by the picture books in the children's room, with the hope of reminding parents that the library serves their needs as well as their children.
- **Programs/Outreach:**
 - Winter Reading program concluded 3/15. This collaboration with the schools got 200 kids involved and with most of this number getting a free book for completion of the program. 30 adults completed the program.
 - Preschool and school visits have started for Head of YS, Clare as she welcomed a group from Milestones, a new preschool in town, for a storytime.
 - Solar eclipse glasses have been in high demand. We gave out 1000 pairs between our various programming opportunities and to the 7th and 8th grades classes.
- **Misc.**
 - We are taking on a second new Senior Tax Write-off Volunteer to assist with adult collection shelving.
 - Circulation are now sending a digital version of our welcome packet to people who registered for library cards online
 - Head of Archives, Meghan, completed two oral history interviews with George Woodsom of Woodsom Farm and Nicholas Costello former MA Senator and Amesbury's first Mayor.
 - Meghan also recorded a presentation with Joe Fahey, former and longtime OCED Director at ACTV on the history of the downtown and millyard revitalization project to be aired on local cable.

Library Closings/Delays

- April 4 – closed due to electrical issues and subsequent loss of power
- April 5 – delayed opening of 1pm due to power outage