

RECEIVED

By City Clerk at 11:17 am, Aug 20, 2025

Amesbury Public Library Board of Trustee Meeting

Amesbury City Hall Auditorium

Wednesday, May 14, 2025

7:00 PM

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

APL staff present: Aimie Westphal - APL Director

Meghan Fahey - APL Head of Archives

Call to Order - by Jessica at 7:03pm

1. Secretary's Minutes - Mary made a motion to accept with edits, Mak seconded. Unanimous by all present at the April meeting.
2. April 30 minutes from Fundraising Zoom meeting - Mak's name spelled incorrectly in 3. Mak made a motion to accept with edit, Ally seconded. Unanimous by all present at the meeting.
3. Communications -
 - a. National Register of the Massachusetts Historical Commission letter, Aimie presented to the Board at the meeting and via email.
 - b. Alex wrote a letter to the editor of the Daily News
 - c. Councilor Wheeler called Aimie to get more information about the budget being presented tomorrow evening as he would not be present and missed the first reading of the budget at last night's meeting.
4. Friends of the Library update - Mak went to the previous meeting. The Friends recently had a Mother's Day Basket raffle. Their monthly income from the bookstore has been meeting their goal. They also have three new board members.
5. Budget Report -
 - a. We are almost at the end of the fiscal year. Aimie has been moving some line items to cover other lines through the end of the year.
 - b. Facility maintenance funds have been depleted for FY25
 - c. The city did a review of non-union employees and discovered Aimie was underpaid. An increase was given to Aimie.
 - d. Aimie asked Munters for a donation for the Youth Summer Reading program. They responded with a gift of \$2,000.
 - e. Aimie did a review of the salary and expects to make it through the end of the fiscal year without closing.
6. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for May 2025. This document is included in the addendum. (Addendum 1)
 - a. Aimie would like the deadline to be the beginning of June for the new fence and roof to be completed by DPW.
 - b. The new cleaning company is not performing a consistent job when cleaning the library. Aimie will be escalating to the person that handles the contract in the City.

- c. Promenade was held and was successful. There is a possibility of the prom committee representatives coming to the Board for next year and ask the Board for permission to use the APL for the promenade.
- 7. Director's Report – Aimie presented her monthly Director's Report to the Trustees for May 2025. This document is included in the addendum. (Addendum 2)
 - a. Great feedback from patrons regarding the new reference desk
- 8. Sub-Committee Updates -
 - a. Long Range Planning met and discussed a few facility items. Mak made motion to accept the minutes, Brenda seconded, unanimous by all present at the meeting.
 - b. Communications met and discussed a few topical items, but minutes will be included in June meeting for approval. Anne shared a fundraising Annual Appeal idea she saw that the Georgetown MA Friends of the Library did recently.
- 9. Review of Fundraising Presentation by Rachel Heine, Director of Development, Columbus Metropolitan Library -
 - a. Overall enthusiasm for the presentation by the Board.
 - b. Realizing you are connecting with people that want to give money as opposed to asking for money.
 - c. Laurie to investigate Donor Advised Funds and report back to Jessica and Aimie.
- 10. Window Restoration Project Update -
 - a. Meghan explained the structure of the window restoration project. The 6 windows at the front of the library are being restored. There are currently sample colors on 2 of the windows right now, Meghan invited the trustees to come by and see.
 - b. The birch trees in front of the building will be removed within the next 6 months and the windows will become more prevalent.
 - c. Some options for storm windows and window film
 - d. The bid package is being wrapped up. Timing will be coming soon. A list of contractors is ready. Lead and asbestos testing were done, and both are present and protocol will need to be followed by the contractor per state requirements.
- 11. Old Business
 - a. Institute of Museum of Library Sciences (IMLS) Funding Update -
 - i. Aimie received an email from the MLA, urges the APL to reach out to our senators, Ed Markey and Elizabeth Warren, to encourage them to sign for advocacy.
 - b. Upcoming Board Elections - 5 trustees are up for election. Laurie, Mak, Alex, Anne and Bernadette. Pulling papers begins tomorrow.
- 12. Matters not reasonably anticipated in advance of the meeting - Wayfinding signs will be offered through the Chamber of Commerce
- 13. Public Comment - none
- 14. Adjourn – motion to adjourn by Anne at 8:14pm, seconded by Brenda. Unanimous by all present.

Facilities Report to the Trustees May 14, 2025

Completed Facility Projects Since Last Meeting

- **Large Tree Stump in Sidelawn:** was in middle of lawn, DPW ground it down.
- **Staff Door Push Bar:** became loose, TriState Lock repaired.

Facilities Projects Actively Working On

- **Water in the Tech Service Office / Gutter Repair:** continue to see no water.
- **Lower Level Lounge:** wall where cabinet was once attached had holes and needed to be painted. Jay patched and painted. Carpet still needs to be patched in that area.
- **Shed Move / Fence Replacement:** the shed has been moved to be adjacent to the program area and the chain-link fence removed, as well as all tree stumps along that fence line stumps were ground down. Jay has new fence and roof materials, both need to be installed.

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, 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.

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):** Adrienne from Bruner Cott is completing the bid specs. 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

May 14, 2025

Visitors in April = 4,716 (-714)

Staffing (FTE level = 10.56 / 10.56)

- **Librarian part-time:** has been hired! Sara started on 5/12/25.

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

- **Collections:**
 - We implemented new magazine display and storage shelving, which Aimie got for free from another library but would have cost thousands to buy new. Patron feedback so far is positive as it makes the magazines much more visible and easier to browse.
 - Shipping speeds from our main book supplier, Ingram, continue to show significant improvements. (In the winter it was typically taking more than six weeks for an in-stock item to ship; now in-stock items are starting to arrive after two or three weeks.)
- **Programs:**
 - The library's first outdoor adult program of the year (an adult clothes & accessories swap in partnership with the Amesbury Green Team) was rained out.
 - April brought some nicer weather and allowed for our outdoor programming to start. School Vacation Week was successful with clay making in creating tiles for the Wave Community Mural which brought in over 60 adults, families, and lots of creativity.
 - Youth Services Assistant, Cassandra's Dungeons and Dragons group of tweens and teens are enthusiastically and creatively playing on Wednesday nights in a quest that runs from March until June. These programs have been creating a gaming community with we hope to increase with Dungeon Master training over the summer.
- **Outreach:**
 - Windmill School came for their last visit before closing and Head of YS, Clare had fun with the PreK classes reading and talking about birds and migration.
- **Misc:**
 - Patron and staff feedback on the new reference desk & the rearrangement of the reference room has been overwhelmingly positive.

Library Closings/Delays

- April 19 – closed for holiday
- April 26 – closed due to lack of staff