

RECEIVED

By City Clerk at 3:08 pm, Dec 12, 2024

Amesbury Library Board of Trustees Long Range Planning Committee Meeting Minutes

Attendees: Brenda Rich, Mary Chatgany, Aimie Whestphal, Makeighlee Marstaller

APL Staff present: Aimie Westphal – APL Director

Date/Time/Location: Monday, December 2nd, 2024/ 7:00 p.m. / Amesbury Public Library

1. Meeting called to order at 7:04 p.m. by Mak.

2. FY25 Action Plan Update

- a. There was discussion over the FY25 plan. While we did make marked progress, one call out being the onboarding document Jessica had put together this year. There are some items that need to carry over to next year. Aimie cited that staffing levels as one instance that prevents updates to be made.
- b. Additionally it was discussed there was some staffing turnover regarding the state trustee.

I. One note is that Al Hayden is this years' Library Advisory Specialist at the Massachusetts Board of Library Commissioners (MBLC). While they might not be very responsive as they get adjusted to taking on this role, it is our consensus that we could offer to have a virtual meeting scheduled.

3. FY26 Action Plan Review:

- a. Aimie noted that the plan differs quite a bit from FY25 to FY26 with some elements being further off due to aforementioned changes in staffing between the Friends, Trustees and Library staff year over year.
- b. FY26 is reflective of what we have to do in conjunction with the larger plan, master facilities, and so much is in flux to meet the needs of the larger objectives. While we have submitted a timely action plan to the State, we recognize some items may need to be amended in order to satisfy those needs.
- c. Regarding the Trustees, D 1.1. And 1.2 align board activities with strategic goals
- d. Endowment Fund - We need to understand the restrictions and communicate to the wider public the endorsement.
- e. There was also discussion of working with the board chairs and opportunities for outreach to other MVLC Board of trustees.

4. Steering committee discuss for upcoming FY27-29 Strategic Plan

Next steps for the Long Range Planning Committee:

Schedule an in person meeting with Deb, who was voted by this committee with Aimie to create the FY27-FY30 Action plan

Discussion of Forming a Steering Committee

This committee will be the composition of 1-2 trustees, Chair of Friends and usually some members of the community. The community members will be chosen from a larger list

that has been previously cultivated, as well as additional members who would fit the position. In total, we are looking to have 5-6 and the Chair of the Friends of the APL.

We are looking to send requests of inquiry

5. Adjourn at 7:41pm Motion by Mak. Seconded by Mary. Unanimous.