

RECEIVED

By City Clerk at 11:18 am, Aug 20, 2025

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, June 11, 2025
7:00 PM**

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

APL staff present: Aimie Westphal - APL Director

Call to Order - by Mak at 7:08 pm

1. Secretary's Minutes – Brenda made a motion to accept with edits, Anne seconded. Unanimous by all present at the May meeting.
2. Communications - None
3. Friends of the Library update – Book shop sales dipped slightly, likely due to the library being closed two Saturdays. Beach Reads and Beers event as part of the Amesbury Chocolate Tour for opening of new satellite shop at BareWolf Brewery went well. Friends are looking at starting subcommittees like how Trustees are structured.
4. Budget Report – Almost at the end of the fiscal year. On track to expend everything fully.
5. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for June 2025. This document is included in the addendum. (Addendum 1)
 - a. Window Restoration Project Update – Still in paint analysis process. Historical Commission is involved. Having some of the brick cleaned to see how colors will look. Sent bid out and got two responses. Should be deciding in a few weeks with project starting after that.
6. Director's Report – Aimie presented her monthly Director's Report to the Trustees for June 2025. This document is included in the addendum. (Addendum 2)
 - a. Aimie's admin gave her notice, but filing position is currently on hold because it's only two hours a week. Planning to use for those hours to help keep building open when people are out sick or on vacation.
7. Sub-Committee Updates –
 - a. April Communications Sub-Committee – Anne recapped minutes from April meeting. Mak made a motion to accept the minutes, Anne seconded. Unanimous by those present at the April subcommittee meeting.
8. New Business
 - a. Cultural Center renovation Update – Cultural Center is located in a city-owned condo unit in the Upper Millyard. Arts and Cultural Council meets there. Renovation recently

completed to fix heat and lighting, improve soundproofing and make space more useable. Subcommittee being formed to put policies and procedures in place for how the space will be used going forward. We could potentially use the space for Trustees meetings.

9. Old Business

- a. Institute of Museum of Library Sciences (IMLS) Funding Update – Funding status is still unknown. MBLC has decided to cut a significant amount of their databases since funding is so unstable. MVLC reached out to see if any consortium members would be interested in continuing them and are looking into group pricing based on interest. Could potentially use state aid to pay for that, depending on price. Aimie will know more in a few weeks. Info sheets on IMLS funding situation are available at the library.

10. Matters not reasonably anticipated in advance of the meeting –

- a. FY26 budget passed without any changes at last night's budget meeting. Administration is worried there might need to be mid-year budget cuts if revenue projections aren't hit. Aimie is on the Financial Advisory Board that Mayor is forming because of the extreme budget situation. Aimie, the chief of police, the superintendent, the chief of staff, and the CFO are all on the committee.
- b. Long range planning contract has been signed, and the project will be starting September.
- c. Aimie will be starting to have all-staff meetings once a month on Thursday mornings in FY26. July will be the first one. There will be a delayed opening those days (10 am instead of 9:30 am).

11. Public Comment - None

12. Adjourn – motion to adjourn by Mak at 8:10 pm, seconded by Mary. Unanimous by all present.

Facilities Report to the Trustees

June 11, 2025

Completed Facility Projects Since Last Meeting

- **Smoke Alarm Issue:** May 15 at 4:30am a fire alarm went off on the main level in the reference room. Fire Dept. responded and entered building through Tech Services Office window. No cause for alarm sounding discovered. LW Bills came during business hours to inspect and determined that alarm was so old that likely it triggered due to excess dust build up in the case. They installed a new alarm and cleared our fire panels trouble light. Through this event we learned the Fire Dept. didn't have a key to the building in the exterior Nokbox. Director got them a key later that day and was told Nokbox was in bad shape and might need to be replaced. Need to follow up.
- **Front Doors Annual Maintenance:** May 28 the wood conservator was out to do annual maintenance of the historic front doors. Completed without issue.

Facilities Projects Actively Working On

- **Shed Move / Fence Replacement:** Jay started installation of the new fence. Waiting to hear when he will complete it. Additional work that is needed to complete this project are for the new roof to be stalled, a ramp to be built into the shed and for the shed to be painted.

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 12/3/24, 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.
- **Water in the Tech Service Office / Gutter Repair:** continue to see no water.
- **Lower Level Lounge:** wall where cabinet was once attached still needs carpet to be patched in that area.

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 in April, still no fix. As of early May has started to make loud draining sound a couple times a day. Reported to Jay. Waiting to hear.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** scope sent to vendors at end of May with early June deadline to submit proposals.
- **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

June 11, 2025

Visits in May = 4,445

Staffing (FTE level = 10.50 / 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. Delay due to staffing capacity.

General Library News

- **Collections:**
 - We implemented a new collections display shelf on the main level that physically fits the space more efficiently. Another item we got for free from another library.
 - Our staff who manage the adult and kids DVDs decided to combine efforts and create a new Family DVD section to house Disney/Pixar/family-friendly movies shifting those titles out of their individual collections into this new one. This will give patrons one area to browse that is located next to the rest of the DVDs on the main level.
- **Programs:**
 - Summer Program starts on June 15 and runs through August 15. Theme this year is "Level Up at your Library" about games and sports.
- **Outreach:**
 - May saw the first of a series of storytimes held at the Mill Town Health and Rehabilitation in which residents of the memory floor participate in a storytime with kids and their families. The program was well received and staff reported residents were more interactive than they have been in a while.
 - Head of YS, Clare has been part of the Juneteenth Committee, a group of community members organizing a celebration of Juneteenth in Amesbury. As part of this group, Clare led an effort to donate books with resource packets to the Amesbury Public School classrooms so that teachers had information to share with classes about this new federal holiday.

Library Closings/Delays

- May 10 – closed due to lack of staff
- May 24 and 26 – closed for holiday