

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, September 10, 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 7:02pm

1. Secretary's Minutes - Mary made a motion to accept as presented, Mak seconded. Unanimous by all present at the August meeting.
2. Communications - None
3. Friends of the Library update - Mak attended the meeting. There will be an upcoming satellite book store ribbon cutting at Barewolf. Proceeds were approximately \$1,379 for August. And \$200 from the Barewolf satellite location. Discussion about attending Open Studios coming up. They are looking to replace their treasurer as the current treasurer is stepping down.
4. Budget Report - Aimie completed the ARIS reporting for the state which will result in receiving 2026 State Aid.
5. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for September 2025. This document is included in the addendum. (Addendum 1)
 - a. Window Restoration Project Update - paint colors have been chosen. A couple of panes of glass will need to be replaced, the vendor is looking for comparable glass to fit.
 - b. Birch tree update - Discussion surrounding the birch trees in front of the APL. They do need to be maintained if we keep the trees as they can grow up to 80 feet and quickly outgrow their space. The tree warden stated these trees are healthy but need to be cared for. The board discussed having a plan if we keep them as well as if are removed. One consideration is that we recommend a heavy prune this year in good faith and then reevaluate year to year. Bartlett Tree quoted over \$4,000 to take down the trees. There is currently no quote for the heavy prune. Jessica is going to request a quote from the DPW for removal of all trees, and a quote for partial removing of a to be determined number of trees and a heavy pruning of the remaining.
 - c. The sycamore tree underwent the treatments that were scheduled for this year.
 - d. The cleaning company - discussion for the annual deep clean the APL requires. The City's procurement officer does plan to send the contract that is under review out for bid in the spring 2026. The three year contract is up for yearly review.
6. Director's Report – Aimie presented her monthly Director's Report to the Trustees for September 2025. This document is included in the addendum. (Addendum 2)

- a. A adult quiet work space downstairs is being tested. The Director and Assistant Director are currently staffing the room.
- 7. Sub-Committee Updates -
 - a. Communications - Anne reviewed topics from their last meeting but no minutes to review. Options to communicate to the community, the newspaper, etc regarding the window project and the National Register.
 - b. Long Range Planning - Brenda passed along that the strategic plan is ready to begin.
 - c. Fundraising - Alex mentioned their meeting with the Charitable Trust trustees, they are happy to help. The Friends have invested in donor software. Alex will update us on the details as they meet again.
- 8. New Business
 - a. Update on Council Order 2025—089 - Aimie reviewed the proposed override and what it means for the APL. She explained what a yes or no vote will mean. She explained it is not very clear as of right now because we are mid fiscal year. A Yes vote means the APL may be able to regain staff that was lost in previous years. A No vote will definitely impact staffing for the APL.
- 9. Matters not reasonably anticipated in advance of the meeting -
 - a. Meghan let us know that our application to the National Register was voted for unanimously at todays meeting. There are follow up steps, Meghan will keep us updated.
 - b. City Council put forth Bernadette Lucas' resignation from the APL BOT. Jessica will present ideas at next meeting.
- 10. Public Comment - None
- 11. Adjourn – motion to adjourn by Anne at 8:28pm, seconded by Brenda. Unanimous by all present.