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By City Clerk at 11:16 am, Aug 20, 2025

**Amesbury Public Library Board of Trustee Meeting
Amesbury City Hall Auditorium
Wednesday, April 9, 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 edit, Anne seconded. Unanimous by all present at the March meeting.
2. Communications -
 - a. Aimie sent the Daily News article to the BOT, about the sale of the properties adjacent to the APL.
 - b. Meghan got a letter from the Mass Historical Society regarding some edits they sent in regard to the APL application. Meghan will send to Aimie to add to the next BOT meeting in May.
3. Friends of the Library Update - Mak attended 2 meetings since April's BOT meeting. Membership is up and strong. Intake is up over \$1000 for the bookshop. Community involvement, social engagement, Coffee with Friends are all going strong. The Friends were at the Silvaticus book club in March, to sell the June book club choice.
4. Budget Report
 - a. We are 75% of the way through FY25
 - b. The APL received the second deposit of State Aid, \$23,423.19
5. Facilities Report and Capital Projects Update – Aimie presented her monthly Facilities Report to the Trustees for April 2025. This document is included in the addendum. (Addendum 1)
 - a. The chain link fence along the side of the APL was taken down 4/9. DPW is going to move the shed to where the fence was. This will be part of a new border on the side lawn. DPW said their deadline to have the work completed is 4/18/2025.
 - b. The new cleaning company has started. Aimie has been in contact daily to adjust what needs to be done for the APL.
 - c. Window restoration project is moving forward. The architect is creating the scope of work. Meghan said the windows will be restored to their original color. Looking to maybe add storms to the windows as well as UV protection, this has increased cost per window. We will have a roadmap for the future to complete the project down the road.
6. Director's Report – Aimie presented her monthly Director's Report to the Trustees for March 2025. This document is included in the addendum. (Addendum 2)
 - a. City personnel update - New HR person started this past week. Procurement officer left the City, position open as of right now.

- b. Part-time reference desk person is leaving. Aimie has received about 20 resumes so far. Hoping to fill soon.
 - c. Staff workshop was held on March 20th.
- 7. Sub-Committee Updates - no updates
- 8. Old Business
 - a. FY27-29 Strategic Plan Update
 - i. We still do not have a contract with the consultant. Aimie has been working with the library service technician to resolve some questions. Waiting on an updated contract. Meeting the October 1st deadline would allow the APL to apply for LSTA grants and the construction grant, however meeting the deadline is a concern. Aimie has inquired about an extension and what that would entail. An extension would move the deadline to July 1, 2026. From a staffing capacity, adding the Strategic Plan would be overwhelming. If granted an extension, starting in August would be feasible. Aimie is hoping to hear back this week regarding whether an extension is possible.
 - b. FY26 Budget Update
 - i. At the 2nd budget meeting, the budget subcommittee was told the cleaning contract cost would now be \$18K. Per the City, maintenance portion of money was removed from budget line Library Repair & Maintenance Other Equipment and moved to the DPW budget to allocate as they manage the day to day.
 - ii. Aimie has indicated that going forward with the staffing as is, is getting increasingly difficult. She is working with her assistant director on ways to maximize the capacity of the current staff. Mak brought up that if changes are made, long-term, this would be a good opportunity for community feedback.
 - iii. The APL was not granted any capital this year due to the upcoming sale of the properties on School St.
 - c. Borrower's Rights and Responsibilities Policy Vote - Anne made a motion to approve the updated policy as presented of the Borrower's Rights and Responsibilities Policy. Mak seconded. Unanimous by all present.
 - d. Lending to Residents of Municipalities with Decertified Libraries Vote - Brenda made a motion to recall this policy. Mary seconded. Unanimous by all present.
- 9. New Business
 - a. Institute of Museum of Library Services (IMLS) Funding Update - Aimie shared with the BOT some information regarding the threat to IMLS funding. The most recent update is the ALA suing the current federal administration over proposed budget cuts. Anne asked about the trickle-down effect. Aimie explained it could affect the Commonwealth catalog and the Overdrive platform, for example. On the staff side, they will see it affect the MBLC as it impacts some MBLC salaries. As well as the libraries in areas of support they provide.
- 10. Matters not reasonably anticipated in advance of the meeting - none
- 11. Public Comment - none

Adjourn – motion to adjourn by Anne at 8:18pm, seconded by Laurie. Unanimous by all present.

Facilities Report to the Trustees

April 9, 2025

Completed Facility Projects Since Last Meeting

- **Mini-Split in Records Room:** stopped working resulting in that area not being heated. Appears to be fixed, when vendor came/what they did is unknown.
- **Boiler Insurance Inspection:** Jay accompanied insurance inspector to review boiler room. Results of inspection unknown.
- **Cleaning:** new cleaning company started 4/1.

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 that is next to the building facing the driveway is where all outdoor programming materials are stored making it so that staff have to walk all supplies around the building to set up/take down each program. The chain-link fence that is bordering the outdoor program area is in serious disrepair. Working with Jay, we came up with a plan to resolve both issues by moving the shed to be adjacent to the program area and put in a new fence using the front of the shed as part of the fence line.

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.
- **Shed Roof:** the shed's roof is leaking in the back right corner and is generally beyond its useful life. Jay is planning to replace it, he has a PO for the materials, waiting to hear when he can do the work.
- **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 did a site visit on 3/12 and is working on scope to send to vendors. 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

April 9, 2025

Visitors in February = 5,430 -- 100%

Staffing (FTE level = 10.06 / 10.56)

- **Librarian part-time:** Jill has resigned after finding a full time position in another library. Her last day was 4/4/25. Position is posted.

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

- **Services:**
 - Thanks to state funds, the YS Department got new shelf markers that divide the kids' nonfiction section by subject and mark the beginning of the alphabet in the Picture Book section allowing for a more welcoming and accessible stacks.
- **Programs:**
 - After-hours (Sunday afternoon) speed puzzle program was a big hit, with 24 people attending and the fastest team completing their 500-piece puzzle in 22 minutes.
 - Winter Reading ended on March 15 with more than 190 kids finishing and getting new books for completing new badges at either the elementary school libraries or here at the public library. The Rotary donated funds to purchase books this year.
- **Outreach:**
 - Head of YS, Clare worked on a collaboration with the Amesbury Chamber of Commerce and PACT to streamline an interview project between high schoolers in town and women business owners to create spotlight social media posts for Women's History Month. Clare helped 5 teens successfully complete interviews and thus allowing for young people and business owners to connect in a meaningful way.
 - Clare has been fielding questions from across the country, especially but not exclusively, about how to circulate the Yoto player and cards that she added to the collection last year. She has had correspondence and offered advice to at least 7 Massachusetts based libraries as well as librarians in New Hampshire, Maine, North Carolina, Iowa, and California.
- **Misc:**
 - March was the busiest month this fiscal year in terms of questions at the reference desk, with 563 questions asked, of which 138 were for technology help.
 - March was the circulation desk's second-busiest month this fiscal year in terms of items circulated, with 11,769 items either checked out or renewed. (Only July was busier—we even beat out August which is usually our second-busiest month.)
 - Head of Archives had 17 archives reference questions.

Library Closings/Delays

- March 20 – early closure at 3pm for staff workshop