

Amesbury Public Library Board of Trustees Meeting Minutes

Amesbury Public Library Board of Trustees
Location: Amesbury City Hall Auditorium
Wednesday, June 12, 2024
7:00 PM

Board of Trustees (BOT) members present: Jessica Ducrow, Anne Campbell, Laurie Cameron, Makeighlee Marsteller, Bernadette Lucas, Mary Chatigny, Delia Rinaldi, Alex Matthews, Brenda Rich

APL staff present: Aimie Westphal - APL Director
Meghan Fahey - APL Head of Archives

1. Call to order a 7:04pm by Jessica
2. Secretary Minutes: May minutes: Motion to approve minutes by Mary, seconded by Brenda. Unanimous by all present at May 8th meeting.
3. Communications: Aimie highlighted the Public Forum for the Library Facilities Plan, happening at the Costello Transportation Center on June 18th at 7pm. Aimie has sent the flyer out to the APL email list, city department heads, mayor's office, city council, IHC, Rotary, a Chamber blast will be going out, elementary and middle schools. A press release will be going out as well and the flyer will be posted on social media.
4. Friends of the Library update: Delia attended the Friends meeting on Tuesday, June 11. The bookstore is doing well and there is an upcoming sale planned.
5. Budget Report: Aimie reviewed the current budget as we head into the end of FY24.
 - a. Some lines have been shifted to cover overages.
 - b. Clare received a grant from Amesbury Youth Funding for programming.
 - c. Electricity rate is going down.
 - d. Extra salary being used for cataloging by a part-time librarian.
6. Facilities Report: Aimie presented her monthly Facilities Report to the Trustees for June 2024. This document is included in the addendum. (Addendum 1).
 - a. Capital Projects Update - the emergency lighting for the exterior of the rear building has been installed.
 - b. Aimie included her memo for a Library Custodian Proposal for FY25 to the City. No word back from the City as of yet that a decision has been made.
7. Conditions Assessment and Facilities Master Plan (FMP):
 - a. Public Forum
 - b. The Strategic Group for the FMP had a visioning meeting. Mary stated the architectural firm, Bruner Cott, was focused and intent on listening to the community at the upcoming forum. Jessica liked their perspective on the FMP and the process.
8. Director's Report: Aimie presented her monthly Director's Report to the Trustees for June 2024. This document is included in the addendum. (Addendum 2).

9. Sub-Committee Updates:

- a. Long Range Planning subcommittee - Deila - May 13th. Some discussion of the Strategic Plan, inviting state reps to the library for open office hours. Discussed moving forward and enacting some items in the plan such as, custodian, fundraising expert, discussion of trustee funds, grant writer. The group to meet quarterly going forward.
- b. Communications subcommittee: Anne discussed the meeting on Monday, June 10th. Touched on 2 items that carried over from last meeting. Elevator pitch and job description. Discussion of how to respond to questions the trustees typically are asked by the community. Reviewed other ideas they would like the committee to concentrate on next. Discussed giving in person tours of the library, ultimately resulting in a video. The subcommittee will be meeting again in a couple months.
- c. Preservation subcommittee: Laurie reviewed minutes in packet.

10. Matters not reasonably anticipated in advance of the meeting: Jessica discussed having the retreat on July 14th from 9am-1pm at the APL.

11. Public Comment - none

12. Adjourn - Laurie makes a motion to adjourn at 8:06pm, Anne seconded. Unanimous by all present.

Facilities Report to the Trustees June 12, 2024

Completed Facility Projects Since Last Meeting

- **Exterior Ramp Door:** multiple issues since last meeting, both have been resolved:
 - **Weather stripping:** a piece of metal weather stripped on latch side fell off for no apparent reason. DPW responded next day and was able to get it back in place.
 - **Not locking:** Tri-State lock determined hinges had degraded to point where door was sagging in frame causing this misalignment and latch not catching on occasion and door not to lock. Replaced the three hinges with one continuous hinge that is more sustainable.
- **Heat:** turned on for the season 5/20.
- **Annual Cleaning:** cleaning company did annual deep clean of carpets and linoleum floors over holiday weekend. They also opened all windows to dust frames, dusted blinds, and wiped down surfaces.

Ongoing Facilities Projects

Actively Working On

- **Water in the Tech Service Office / Gutter Repair:** situation remains high priority and in assessment of recent work completed. Bruner Cott provided an emergency recommendation which was largely to address downspouts (5 of 6 not functioning properly). DPW Director reviewed and his staff carried out the recommendation for the downspout in the front right corner of the building outside the Tech Service Office on 5/22. Carpet has not been wet to the touch since equipment removed on 5/2, we are running a regular dehumidifier 24/7. Plan to build out adjacent public space into staff space to move the three staff who work in that office is on hold as we assess if this temporary fix is working as intended.
- **Pests in Attic:** ModernPest determined the animal sounds staff have been hearing are squirrels. Will require a lift to perform mitigation work, currently working to schedule.
- **Wasps in YS:** staff have seen wasps in the Kids Room. ModernPest is actively addressing.
- **ACs:** staff cleaned filters of current window AC units. Waiting on DPW to install seasonal AC units.
- **Lights Throughout Building:** we have many lights out that need bulbs replaced, waiting on DPW.
- **Roof Flashing:** a few weeks ago we noticed a piece of flashing on the roof at the peak was pulled up. Bruner Cott recommended an emergency temporary fix to tack it down. DPW Director reviewed and brought vendor on site to give a quote. Director worked to find funding. Scheduled for week of June 10.

Intermittently Working On

- **Front Door:** no update on the hinges.
- **Drain at Staff Door:** no update.
- **Tech Service Office Heat:** on hold due to water infiltration issue in that space.
- **Lower Level Lights:** waiting on quote from electrician.
- **Ramp:** submitted in CDBG application.
- **Pedestal Light Fixtures:** lights on main level still reported as too dim. No solution at this time.

Preservation Projects

- See Preservation Sub-Committee Update

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.
- **Window Restoration (\$37,375 awarded in FY21; current balance \$35,225):** on hold due to lack of staffing capacity.
- **Emergency Lighting (\$25,000 awarded in FY24; current balance \$25,000):** have quote for exterior lights and approved work to move forward. Waiting to hear on schedule. Interior lights on hold due to lack of staffing capacity.

Library Director's Report to the Trustees **June 12, 2024**

Staffing (FTE level = 10.75 / 10.75)

Technology

- Print management software implementation is in process aiming to have complete by July 1.
- Working to re-introduce a microfilm reader in the Amesbury Room which required both a new reader and computer.

General Library News

- **Collections:**
 - Added a few new items to Library of Things; an engraver, an augmented reality radio-controlled car that pairs with a videogame, and an external portable disc drive (one of our biggest patron requests).
 - Librarian, Jill received training and is now working on re-cataloging items in the Amesbury Room to improve the patron (and staff) experience navigating that collection. This is a project that we've long wanted to undertake but limited staffing has made it impractical previously.
- **Programs/Outreach:**
 - The Tiny Art show returns this year and is on display now. This year the theme was a focus on recycled art and we used recycled canvas, old puzzle pieces, and cardboard tubes. The art and creativity from all ages was amazing with 64 pieces being brought in to be displayed.
 - Head of Youth Services, Clare is leading Storytimes at Cider Hill again this summer. Over 100 people attended the first one in May.
 - Clare also created magnets with hotlines to help teens in crisis that are being distributed both at the library, by PACT at the high school and at Pettengill House.
 - Circulation Assistant, Susan continues the monthly popup library at Heritage Towers, and in collaboration with the Friends created a small free book display with items the Friends provide. It has been so popular that it was depleted in two weeks.
 - Head of Archives, Meghan collaborated with Historical Commission to contract a preservation consultant to update the Form B for Massachusetts Historical Commission for 230 Main Street.
- **Professional Development**
 - Reference Librarians Jodie and Jill, and Assistant Director, Stephanie attended the Massachusetts Library Association's annual 2-day conference. They attended a variety of sections on topics ranging from hosting ELL groups at the library to being a better manager to intellectual freedom, and more.
 - Director, Aimie led staff in a half-day professional development day which included lunch, an all-staff meeting during which staff were asked to share something they learned/found interesting in a recent training they had done, and ended with a trip to the Plum Island Museum in town.

Library Closings/Delays

- May 10 – closed at 12pm for professional development day
- May 25 – closed for holiday
- May 27 – closed for holiday