

**Amesbury Public Library Board of Trustees Meeting
Amesbury City Hall Auditorium
Wednesday, January 14, 2026**

Board of Trustees member present: Jessica Ducrow, Mak Marstaller, Mary Chatigny, Alex Matthews, Brenda Rich, Alyson Osgood, Jane Siebecker, Ann Langlois

APL Staff Present: Aimie Westphal- APL Director
Meghan Fahey- APL Head of Archives

Call to order: 7:06 pm by Jessica

1. Role changes:

- a. Jessica nominated Mak to serve as BoT Chair, Mary seconded. Mak accepted nomination, Unanimous by all present.
- b. Mak nominated Jessica to serve as Vice Chair. Mary seconded. Jessica accepted the nomination. Unanimous by all present.
- c. Ann volunteered to serve as Secretary. Jessica nominated her, Mary seconded.. Unanimous by all present.

2. Subcommittee assignments

Roles and responsibilities of the Subcommittees were reviewed and explained for the benefit of the 2 new Board members, Jane and Ann
Members volunteered to serve on various and act as chairs- see attached updated list

3. Secretary's Minutes

- a. Correction by Alyson Osgood- she was present at the December 10th meeting, Brenda was not.
- b. Jessica made a motion to approve minutes from the December 10 meeting; Mary seconded. Unanimous by all present at the December meeting.

4. Communications

Jessica will transition all emails to Mak.

Alex shared a summary of an editorial in the day's Daily News and will forward to each member

Aimie shared the City's outgoing Poet Laureate, Lisa Usani Phillips, wrote an ode of thanks to the Library

3. Friends of the Library update

- Aimie gave an update from the previous night's meeting:
- Treasurer position has been assumed by a bank employee
- Friends bookstore raised \$10,000 more last year than the previous
- Money raised from Friends' memberships have been steadily increasing; this past year it triples from about \$2000 to \$6000
- Puzzle/game swap event is being discussed for March
- Mak would like to continue as liaison between Friends and BoT

- Alex would like to increase the bridge between the Friends and BoT and Jessica proposed the idea of a joint retreat in the Spring

4. Budget Report

- Aimie presented FY26 Budget Report for month 7 of 12 along with detailed slides about the budget
- Aimie reported the Annual Appeal raised just over \$15,000 to be transferred to the Charitable Trust
- Aimie requested Board members brainstorm how she can adequately communicate the need for staffing during budget season

5. Facilities Report and Capital Projects Update –

Aimie presented the monthly Facilities Report to the Trustees for January 2026. This document is included in Addendum #1

6. Director's Report

- Aimie presented the monthly Director's report to the Board of Trustees for January 2026; this document is included in Addendum #2
- January 7th was to be a delayed opening of 2 hours due to snow/ice conditions, The ramp was not treated by this time so the delay has to be extended a third hour (opened at 12 pm)

7. Sub-Committee Updates -

Director review committee- successfully completed their 360 degree evaluation

8. Old Business -

Motion made by Mary to move Item 10 of tonight's agenda (old Business) the next meeting, seconded by Brenda. Unanimous by all present.

9. Matters not reasonably anticipated in advance of the meeting -none

10. Public Comment- none

11. Adjourn- Mary made a motion to adjourn, Jane seconded. Meeting adjourned at 9:00 pm

Amesbury Library Board of Trustees Sub-Committee Assignments - 2026

Chair: Mak Marstaller
Vice Chair: Jessica Ducrow
Secretary: Ann Langlois

Preservation Committee:

TBD -Chair

Mary Chatigny
Alex Matthews
Jane Siebecker
Ann Langlois

Finance Committee:

Mary Chatigny – Chair
Jane Siebecker
Jessica Ducrow

Long Range Planning:

Brenda Rich – Chair
Mary Chatigny
Mak Marstaller

Director Review Committee:

Jessica Ducrow – Chair
Brenda Rich
Alyson Osgood

Communications Committee:

Jessica Ducrow – Chair
Mak Marstaller
Alex Matthews
Ann Langlois

Ad-Hoc Fundraising Committee:

Alex Matthews – Chair
Jessica Ducrow
Alyson Osgood

Facilities Report to the Trustees

January 14, 2026

Custodial Duties Performed by Staff

- In addition to daily tasks, Director has been salting staff entrance as needed, monitoring ramp and parking lot in relation to snow/ice.

Completed Facility Projects Since Last Meeting

- **AC units:** final two units were removed on kids room stairwell stage windows by DPW.
- **Heat:** Energy Mngr said will work with DPW and Inspections to share responsibility of draining the boiler every two weeks.
- **Bookdrop:** a frost heave in the asphalt in front of the cart-entrance to the bookdrop was making it almost impossible to open the staff access door and swap out the carts. Jay reviewed and unfortunately there isn't a quick fix but he implemented an idea to get us to spring.

Facilities Projects Actively Working On

- **Water in the Tech Service Office / Gutter Repair:** continue to see no water. It has now been a little over a year. The carpet was soaked twice and never cleaned therefore we are moving to have it replaced in February.

Facilities Projects Actively Working On – No Update Since Last Meeting

- **Lightbulbs out:** handful of bulbs out in building. DPW replaced some on November 4, have a few more need to do.

Facilities Projects – Stalled for 1 Year

- **Stone Wall by Ramp:** volunteer saw large stone fall out of it and noticed general disrepair. DPW and Inspections are aware. A mason reviewed it but never sent quote. Many other department staff reviewed and say they have ideas, no work yet completed.
- **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:** Smell has not reappeared since he put in the temporary fix. Unknown if permanent fix put in. Mentioned to Energy Mngr recently and he plans to review.
- **Shed Move / Fence Replacement:** Additional work that is needed to complete this project are new roof to be installed, a ramp built into the shed and for the shed to be painted.

Capital Projects

- **Window Restoration (\$37,375 awarded in FY21; current balance \$10,184):** front six windows on south elevation have been completed with the exception of UV film and storm windows. Have a quote, need a handyman/carpenter to interface with vendor for measurements and installation. Working with procurement office to do so.
- **Emergency Lighting (\$25,000 awarded in FY24; current balance \$22,760):** exterior lights were installed on 6/6/24. Interior have been on hold due to lack of staffing capacity but were a main area of focus for the building inspection. The building inspector let me know he has a plan and will walk vendors through, I am waiting to hear what the plan is.

Library Director's Report to the Trustees

January 14, 2026

Visitors in December = 4,295

Staffing (FTE level = 10.50 / 10.56)

Community of Stitchers Exhibition: runs through January 23. Our second exhibition of 2025 showing off works created by attendees to the monthly adult program Community of Stitchers.

Library Closings/Delays

- December 24-25 – closed for holiday
- December 31 – closed early at 5pm for the holiday
- January 1 – closed for holiday
- January 7 – delayed opening of 12pm due to ice on ramp

