

Emma L. Andrews Library and Community Center Commission Meeting May 16, 2013

Commission members present: Susan Chase (chair), Donna Conway, Aine Greaney (acting secretary)
Kristin Sherman

Also present: Peter Lombardi, City of Newburyport liaison. Mike Bartlett, Facilities, City of Newburyport

Commission members absent: Elizabeth Valeriani (secretary)

Meeting was convened at 5:30 p.m.

1. Old Business:

(A) Mike Bartlett's report on rental apartment renovations and rental

June 1 remains the deadline for completion of renovation work and installation of new tenant, though there may be some flexibility (June 15?) in that date. Work on the apartment has progressed well. The floors will be completed on the week of the 23rd of May. The exterior painting crew will begin the week of May 20.

(B) Peter Lombardi's report on status of tenant search and insurance issues for the library

As discussed last meeting, Peter consulted with the City's insurance agent re: need for a formal agreement that outlines terms for usage of the library, especially during non-open hours. He will develop this document for our use.

Peter has been receiving some tenant letters of interest. He is updating the lease document and will continue to advertise. As well as meeting other criteria, interested candidates will be asked to submit a letter of interest.

2. New Business

Programs:

Donna Conway reported on the following successful events:

1. Poetry Slam Team, 5/5 from Newburyport High School. Oregano Pizza provided food.
2. Living History enactment as part of Heritage week. About 40 visitors.
3. Author's event
4. Brown School walking field trips – 12 classes are signed up. We have already hosted four.
5. Orange Leaf Frozen Yogurt is interested in partnering with us and donating yogurt for both the summer reading and for the ice-cream (frozen yogurt) social. They will set up an award system to encourage children's reading
6. There are many summertime events planned, including the plant sale, the yard sale and others.
7. In the fall, at the suggestion of Veterans' Affairs, we would like to host an informal event for the spouses of U.S. veterans during Veterans Week, 2013.

Grants: Aine Greaney reported that she has submitted the proposal to the Target Foundation. She also submitted to the Provident Bank for funding for the “Little Free Libraries” project, but our financial information needs to be updated. We will re-apply in August. Aine will also ask Rebecca, Association President, to contact the accountant and get all updated financial reports and 501c3 letter. We also discussed potential sources of philanthropic funding for the handicap-accessible ramp, which is a current priority. Re-Max on the River will also be targeted for possible funding from their Community Foundation.

Susan Chase proposed adjournment of the meeting. Aine Greaney seconded.

Meeting was adjourned at 6:35 p.m.