

## Draft unapproved minutes

Emma Andrews Library and Community Center

Regular meeting of the Commission

February 20, 2013

The meeting was called to order by Chair Susan Chase at 5:40pm. members in attendance were: Donna Conway, Kristin Sherman and Elizabeth Valeriani.

The minutes of the previous meeting were accepted on a motion by Donna Conway seconded by Kristin Sherman.

Members were reminded of the mandated attendance for all members of city boards and commissions at a meeting concerning the open meeting law and state code of ethics. It will be held in the city hall auditorium on Wednesday, February 27 at 7:00pm.

Mayor Donna Holaday has decided that all Emma L. Andrews commission terms will expire in October. On a motion by Donna Conway seconded by Elizabeth Valeriani, members voted that officers shall be elected in October so that their terms in office will coincide with their service on the commission.

Susan Chase presented examples of social media policies for members to study in preparation for next month's discussion. Kristin Sherman will bring a sample photo permission form. Aine Greaney stated via email that she has received training in and created a social media policy for her non-profit employer. She would be happy to share the main principles and parts of that policy. Peter Lombardi suggested that we consult the Mass. Municipal Association's best practices site for social media policies.

Aine Greaney submitted a brief emailed report on grants. She reported that we were unsuccessful in securing Fiskar Garden Grant. She has requested feedback with a view to reapplying and/or to retool the narrative for other possible funders. We will be applying for the Newburyport Commission for Diversity and Tolerance mini-grant again. Aine Geaney has been researching other grants especially those that cater to youth and children's literacy.

The commission will explore how we could contribute to the new Cultural District .

Peter Lombardi reported that he will look in the estimate on completing the deleading of the apartment and the exterior of the building to a height of five feet. The Emma Andrews Association has voted to pay for the completion of the deleading and patching of the walls. We

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will need to arrange to have the apartment walls painted. On March 12, a transfer request will be made at city council to fund the replacement kitchen cabinets and refinish the floors. Essex County Sheriff's Department will provide workers to paint the exterior.

Three different vendors are being consulted concerning the ramp. The cost is expected to be in the range of \$20,000.00 to \$25,000.00.

Peter Lombardi requested that our minutes be entered into the new website which will no longer use laser fiche.

Donna Conway presented a report on the activities of the Emma L. Andrews Association. The first Souper Saturday was a great success raising money to fund children's summer programs. Two more Souper fundraisers are set to follow. The Association has joined the Greater Newburyport Chamber of Commerce and will be hosting a Chamber event, Meet the Member at this library on Friday, March 29, at 8:00am. Members Diane Hall and Suzanne DeWitt have taken over publicity and social media. Diane has started a blog. Aine Greaney has designed new tri-fold brochure which the Association will make available to the public at the Chamber of Commerce and in town. Rebecca Esche is working on business cards for the library volunteers. Several new volunteers are being trained. Two very generous story hour parents Steve and Terri Bennett donated a new computer. The summer programs and Ice Cream Social are under the direction of Kim Klapes. She will also organize the Craft Fair. The volunteer are working on several ideas for future workshops for children and adults.

The meeting adjourned on a motion by Donna Conway seconded by Kristin Sherman.

The next regular meeting of the commission will take place in Thursday March 21, 2013.

Respectfully submitted,

Elizabeth W. Valeriani