

Emma L, Andrews Library and Community Center
January 21, 2016
Minutes

Members present: Aine Greaney, Elizabeth Valeriani, Elizabeth Watson, Susan Chase

Absent: Donna Conway, Heather Rowe

Heather Rowe reported via email that the balance in the revolving fund is \$19,083.71. She also reported that it would be okay for the Emma to build shelves and refinish the front door on our own.

Mike Bartlett reported:

- He would check on the possibility of building the bookshelves at the barn that would complete the Children's Room renovation.
- If we paid for the refinishing of the front door, we would have to pay prevailing wage.
- Pella is the recommended window company for the Emma window project. Bids were received from Harvey Windows and Home Depot in addition to Pella. A motion was made and approved for Mike to move ahead. A purchase order for \$3455.72 for the cost of 17 windows will be submitted. Verbal quotes for Installation are as follows: Meadows Construction \$850/window or \$14,450, Caswell \$650/window or \$11,050, Matt Scanlon \$500/window or \$8500. Written bids will be requested from all three installers.

Regarding the closing of the Emma, if there is a parking ban and/or school closing, the Emma should be closed. Notification of closing should be on our website and Facebook page. We should check to see if the Emma closing can be synched with the city's notifications.

Libbet reported that a meeting was scheduled for Donna, Libbet and the Horths to review and hopefully approve a mock-up of the "historic sign" the following Tuesday at 12:30 pm.

Libbet also reported a Book Fund balance of \$5,889.73.

A discussion of the current meeting and building use policy ensued. The current policy indicates that only a member of the Emma can request the use of the library for a non-library event or monthly group meetings. If there is a charge to

the participants, the Emma would receive 10% of the charges. Heather will be consulted at our next meeting regarding potential insurance coverage conflicts.

In regards to the weeding of books from our current collection in order to make room for new books, the following points were made:

- We need a procedure to specifically determine who is authorized to make decisions regarding withdrawing books from our collection. Susan Chase, Marilyn Roberts, and Virginia Champi were the likely candidates.
- What kind of collection do we want to have? Any restructuring of the collection should be voted on by the Commission.
- Look for the "Policy and Procedure" binder
- Virginia and Susan will go through the "antique book" collection to determine what should be done with them.

In looking forward to the 2017 Newburyport Literary Festival, it is hoped that the Emma could be a listed event, possibly with a children's author and project. Vicki Henderson should be contacted after this year's event. In conjunction with this year's Literary Festival, a display of books by local authors should be displayed to promote the festival.

The meeting was adjourned at 6:50 pm.

Respectfully submitted,

Elizabeth Watson, Recording Secretary