

Attendance: Lindsey Aylward, Jay Collins, Mary Lou Costello, Jan Dempsey, Robert Downey, Nancy Hurley, Laurel Puchalski, Kathleen Prunier, Lee Thomas and Director Darcy Lepore
ZOOM session was not recorded.

Call to order at 6:01 p.m. on a motion made by M. Costello, seconded by K. Prunier. Unanimous Roll Call vote.

Minutes

- Minutes of 05/11/22 were approved by Roll Call vote on a motion made by K. Prunier, seconded by J. Dempsey. L. Thomas abstained as he was not present at meeting.

Treasurer's Report

- M. Costello previously sent the Bartholomew report. No discussion.
- M. Costello and K. Prunier discussed old checking account with TD Bank. Account was closed and money added to Donation account.
- They are requesting that Citizen's Bank and Vanguard send their reports to Michelle AND our Treasurer.

Director's Report (see attached)

• Warrants

22-45 \$580.85 + \$9.95 = \$590.80

Total \$590.80

{J. Collins left the meeting}

- The Zoo New England pass has also expired.. It costs \$250 for a year, and we receive 100 passes for patrons to use. L. Puchalski made the motion, seconded by R. Downey to spend \$250 from State Aid. Roll Call vote unanimously approved.
- Mass Audubon and Trustees of the Reservations passes are up for renewal in July. It was decided to ask the Friends of the Library to purchase them.
- It was decided to leave the new front doors unpainted.
- D. Lepore will be investigating the cost of the flooring and prevailing wage, and if approved, the project can go out to bid.

Election and Discussion

- L. Puchalski made the motion, seconded by K. Prunier to establish a committee to research our Bylaws and possibly amend them. Unanimous Roll Call vote taken.
 - M. Costello made the motion, seconded by R. Downey to nominate Laurel Puchalski as Secretary. Voted unanimously by Roll Call vote.
 - J. Dempsey made the motion, seconded by K. Prunier to nominate Mary Lou Costello as Treasurer. Voted unanimously by Roll Call vote.
 - M. Costello made the motion, seconded by J. Dempsey to nominate R. Downey as Vice Chair. Voted unanimously by Roll Call vote.
 - R. Downey made the motion, seconded by M. Costello to nominate nominee Lee Thomas as Chair. Voted unanimously by Roll Call vote.

{L. Aylward left the meeting}

Volunteer Appreciation

- J. Dempsey suggested having an event outside under the tent. D. Lepore will ask for the best date and book the tent.

Meeting adjourned at 7:24 p.m. on a motion made by K. Prunier, seconded by L. Puchalski and unanimously voted.

Next meeting will be held July 13, 2022 at 6:00 p.m.

Respectfully submitted,
Laurel Puchalski



City of Amesbury, MA

Title:	Administrative Assistant	Compensation	\$21.10 - \$22.61 per hour
Division:	Administration and Finance	Date:	07/13/2022
Department:	Clerk	FLSA Status:	Non-Exempt
Reports to:	City Clerk	Union:	No

Hours of Work: 35-hour work week Monday – Friday.

Classification: Full Time

Position Purpose: The City's *Administrative Assistant* for the Clerk's Office assists with the administrative and technical support of the combined offices of City Clerk, Board of Registrars, Elections and City Council.

Essential Duties and Responsibilities: *Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, relates, or is a logical assignment to the position.*

- Provides quality customer services to the public in person and by telephone, by answering questions relating to department functions.
- Prepares, issues, and received payment for a variety of licenses, certificates, and permits including Entertainment Licenses, Common Victualer Licenses, General Business licenses, Automatic Amusement Devices, Inn Holders, storage of gasoline and other flammable and explosives, Dog Licenses, Raffle & Bazaar Licenses, and various regulatory licenses as assigned, in accordance with applicable City Ordinances and State laws.
- Prepares, receives, records, maintains, and updates records and lists, including voting lists, census, and vital statistics (birth, marriage, and deaths) working with the State Registry system (VIPS) Vital Information Partnership Service and report monthly statistics to the state. File amendments to birth, marriage and death certificates as required.
- Compiles and prepares annual street listing, requiring data entry and verification; verifies signatures of registered voters on nomination papers from the state computer system.
- Assists the City Clerk in preparing for Federal, State, and Local elections including maintaining and updating census data, daily management of the voter list and associated interactions with the State Voter Registrations Information System and maintaining absentee balloting lists for all elections including certifying voter status and issuing absentee ballots.
- Assists the City Clerk in preparing for and attending City Council meetings.
- Maintains Open Meeting Law requirements that include posting agendas, updating the meeting calendars, posting information of the City website, and filing minutes.
- Answers and compiles public records requests.
- Reviews and distributes incoming mail, answers, and transfers phone calls, takes messages for department staff.

- Performs similar or related duties as required, or as situation dictates.

Minimum Qualifications:

High school graduation including, or supplemented by, courses in office procedures and administrative skills; one to three years direct Clerk experience and experience with computers, including proficiency in MS Office and bookkeeping; or an equivalent combination of education and experience.

Required Skills and Qualities:

- Ability to work in a confidential work environment, handling sensitive information.
- Proficient in computer skills including micro soft office.
- Working knowledge of office procedures, booking and billing.
- Excellent attention to detail and accuracy.
- Strong customer service skills.
- Ability to establish and maintain effective working relationships with other employees, the general public, and citizen boards and committees.
- Knowledge of election statutes and regulations, experience with election and related statutes are regulations is preferred.
- Must be a notary public and Commissioner to Qualify for public office, or the ability to obtain certifications.
- Ability to work occasional non office hours when required for elections, early voting, City Council, and voter registrations.
- Ability to work independently.

Work Environment and Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

This position is generally sedentary. Employees must be able to remain in a stationary position 50% of the time.

This position requires the employee to communicate, detect, converse with, discern, express oneself, exchange information. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

This position requires the employee to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess. The ability to observe details at close range within a few feet of the observer.

This employee frequently moves boxes up to 20 pounds across office areas for various needs, including having to lift, carry, push, pull, or otherwise move objects.

This position is primarily conducted indoors.

The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Employee's Name (please print)

Langley-Adams Library
Director's Report
June 8, 2022

TOWN OF GROVELAND

2022 JUL 18 PM 6: 20

TOWN CLERK
RECEIVED/POSTED

Statistics

May Statistics:

May Hoopla Statistics: 53 circs

May Kanopy Statistics: 25 plays

May Circulation/Renewals: 2,295 circs

May Overdrive Circulations: 555 circs

Programming

Stand Out Programming:

5/2 MOBA: Doppleshangers – 32 attendees

5/4 Star Wars Program/Story time – 31 attendees

5/13 Frederic Chopin – 76 attendees*

5/26 Ocean Vuong – 200 attendees*

* The programs with an asterisk indicate that this program was a virtual collaboration with other libraries in Massachusetts, mainly in our consortium.

Totals:

Adult Programming Attendance: 396

Youth Programming Attendance: 61

Virtual Programming Attendance: 328

Live In-Person Programming Attendance: 111

Museum Passes

State Parks Pass – 4

Trustees of the Reservations - 2

Total – 2

Warrants

22-45 \$580.85 + \$9.95 = \$590.80

Total \$590.80

State Aid/Materials Spending

We have spent our materials budget for Fiscal Year 2022! If it is not currently reflected in the variance report you receive for this meeting, please rest assured that I have calculated the number and the total comes out higher than the \$51,920, due to spending State Aid and donation money on museum passes, and paying for our eContent (Overdrive) toward MVLC with the Dues account. The total comes to at least \$52,224.15.

Other

Both the Mass Audubon and the Trustees of the Reservations passes are up for renewal this July. The Trustees pass has been checked out 8 times since we got it last year, and the Audubon pass has only been checked out once. The Trustees pass costs \$200 for 50 passes and the Audubon pass costs \$350.

The Zoo New England pass has also expired. This pass was checked out 22 times in the past year. It costs \$250 for a year, and we receive 100 passes for patrons to use.

We have started to look into the carpeting/flooring project again. The first step is to get an estimate of the cost of the flooring and prevailing wage, and if approved, the project can go out to bid. I have spoken to Julie at Elm Park and will be working with her next week on getting an estimate (including prevailing wage) that we can use as a starting point.

Steve has asked for the Board's input on our new front door. He has painted the trim white, but he wants to know what the Board would like to do with the door itself. He and I agree that the door is fine as is, but he wants to know if the Board as a whole wants the door painted.

Attachments: