

**Minutes of the Amherst Town Library Trustees' Meeting
July 18, 2016**

The meeting was called to order at 6:30 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Ted Krantz, Steve Mantius, Kim Ayers, Gretchen Pyles, Bill Cassidy, Nancy Head and Library Director Amy Lapointe.

The amended minutes of the June meeting were unanimously approved.

NON-PUBLIC SESSION: Nancy Head moved to go into Non-public Session pursuant to RSA 91-A:3 II (a) to discuss a personnel issue at 6:40 p.m. Kim Ayers seconded. A roll call was taken and all trustees present agreed to go into Non-public Session including: Nancy Baker, Nancy Head, Ted Krantz, Bill Cassidy, Steve Mantius, Kim Ayers and Gretchen Pyles. Following discussion, Ted Krantz moved to come out of Non-public Session at 7:10 p.m. Kim Ayers seconded. A roll call was taken and all the trustees present agreed to come out of Non-public Session including: Nancy Baker, Nancy Head, Ted Krantz, Bill Cassidy, Steve Mantius, Kim Ayers and Gretchen Pyles.

LIBRARY DIRECTOR'S REPORT:

Statistics: The year end statistics show that total active patrons was up 6%. We had 600 new patrons but lost some too. The digital media circulation was up, but DVDs were down for adults and kids. Some of the children's programs were down and this could be due to timing or weather during a certain week, or more competition from other organizations (i.e. craft time at Michaels, storytimes at Barnes & Noble, and Amherst Recreation Department's activities for kids and adults). Information regarding database searches is unavailable, but we do purchase access to a lot of databases because this allows us to not keep print resources. We should promote these databases more (i.e. when studying for a test like the SAT or GRE etc., advertise that there are preparation guides and practice tests available). They are tricky to promote because uses are varied. Statistics from different vendors vary. We should rethink our monthly snapshots because sometime they do not change much. We may only look at some statistics quarterly.

Adult Programming: There was a nice article in today's *Nashua Telegraph* about the Wicked Pissed program. Upcoming programs include:

July 20 - The Starry Messenger: Meet Galileo and View the Night Sky

July 28 - Chocolate: The Perfect Indulgence

August 10 - Flight of Remembrance: A WWII Memoir of Love and Survival

Children's Programming: The summer programs have been good. The larger programs have been well attended. The smaller ones requiring registrations are filling up.

Collection: We have a new platform for digital media called Hoopla. It provides four types of content including video, music, e-books and audio books. It is easy to use on devices and easy to

stream to television. It is a patron-driven acquisition model. It provides a suite of choices but the library only pays for what patrons use. This is a nice balance to what we do now, which is a curated collection (i.e staff picks, best of the best). This is not yet available to our patrons, but will be soon. We are on the cusp of doing a major reference weed. The items weeded from the collection will go to Friends because there is some potential for their sale online.

Typically we send out a newsletter in the fall that includes an article about services in the library. This fall, we are going to shake it up and try a different type of press release. We will be sending a postcard to all Amherst residents regarding Hoopla and something about adult programs. For children's programming, we will look into different ways to advertise our programs. We may try to advertise specifically to preschools, etc. We will also be trying a different e-mail newsletter called Library Aware rather than Constant Contact. Library Aware allows for a collection promotion piece without requiring a lot of click throughs.

The library will be closed during the Labor Day Weekend - September 3-5, 2016.

A resource that is available on our website and on Facebook is called Library Reads. Amy's review of The Hopefuls was included in this month's edition. We may consider putting printed copies of Library Reads at the circulation desk.

New Position: Amy will let the department heads and other library personnel know this week of the creation of the Assistant Library Director position and that Sarah Leonardi will be offered that position.

TREASURER'S REPORT: The fiscal year end report shows that the library was under-budgeted and overspent. When the under-budgeted issue was discovered, the library did not spend as much. We only overspent by approximately \$3,600. When all the last minute invoices are included, we will have to write check from the library funds to the town for the total amount overspent. We need a new prediction from the Town about what true wages and benefits will be for the next year. One additional expense will result from one of our employees taking health insurance this year. With regard to library funds, we were over by 1.3%. The total was only over by .4% but we were using more of our own funds rather than town funds. We will schedule a meeting with Town Hall officials and invite Dwight Brew to discuss the town's under-budgeting of wages and benefits for the library's employees to ensure this does not happen in the future.

We are in the process of updating the forms needed by Vanguard to give access to the funds to our new treasurer, Liz Larson. The forms have been signed and the change in signatories will be finalized soon. Because our mutual funds are updated online, we should be able to provide a current snapshots of the value of each fund at our monthly meetings. We should ask that the Trustees of the Trust update their fund values more often. The total and grand total amounts in the treasurer's report should be added together showing a total of \$500,000.

NEW GIFTS: There were no new gifts to approve.

TRUSTEE REPORTS:

Building & Grounds: The roof work is complete and it looks very nice. The Historical Society complained on the Monday after the work was completed because we did not replace the roof shingles in kind, but the old shingles no longer exist and we tried to match them as closely as possible.

OLD BUSINESS:

Maintenance Planning: The Department of Public Works will work with Amy to complete the spreadsheet identifying dates that maintenance needs to be done in the library.

Meeting Space: Nancy Head hopes to have the list of outside venues for organizations to hold their meetings completed by the September meeting.

NEW BUSINESS:

Library Director Annual Review: We will begin the process of the Library Director's annual review soon. Nancy Baker will provide all trustees with a review form to complete.

Strategic Plan: The staff and trustees will meet during the end of August to aggressively review the library's strategic plan. The goal is to complete the strategic plan before fall when the new budget year starts. Nancy Baker and Nancy Head will help lead the strategic planning. Amy will send an e-mail to the trustees with possible dates for the meeting.

3d Printing: Kim Ayers will reach out to the Souhegan senior who worked with the 3d printers. She will ask for the download information and also ask that he make the computer run with the printer. If we were to designate this computer for 3d printing purposes only, everything would have to be cleared off the computer and it would need to be secured.

Kim Ayers moved and Nancy Head seconded her motion to adjourn. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, September 19, 2016 at 6:30 p.m.