

**Minutes of the Amherst Town Library Trustees' Meeting
March 20, 2017**

The meeting was called to order at 6:39 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Ted Krantz, Kim Ayers, Liz Larson, Gretchen Pyles, Rande Neukam, Nancy Head and Library Director Amy Lapointe.

Reorganization of Board:

Chair: Nancy Baker

Vice Chair: Nancy Head

Secretary: Gretchen Pyles

Treasurer: Liz Larson

Alternates: Rande Neukam and Bill Cassidy

Approval of February Minutes: Nancy Head moved to approve; Ted Krantz seconded; minutes were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: Statistics reviewed; snow may have affected statistics this month

Adult Programming: Reviewed upcoming programs

Children's Programming: Same as usual

Recreation Department holds weekly senior card games event; looking for a new location; currently using Archives Room; our policy is that groups can sign up to use the Archives Room 12 times a year; concern that Archives Room is designated a quiet space; possibly use Johnson Room at a different time

Friends of the Library: Trivia Night was successful; made about \$4,600; challenge is to please a diverse group of people; sound system at Hampshire Hills could be improved

Upcoming Currier Museum docent tour of Deep Cuts

Friends applied for and received \$1,000 grant from Amherst Garden Club for new picnic table and benches

Town: Amy attended quarterly update meeting with Board of Selectmen on March 13th; updated BOS re programs, new windows, work session regarding mission statement, and Trivia Night

Town budget passed.

Mission Statement: Amy and Sarah reviewed notes from work session with staff and trustees; trying to make sure mission statement is different from vision statement; possible mission statement of “Connecting people, stories and ideas”; we will revisit it next month

Library Trustees will sponsor Student Art Show for \$100; passed unanimously.

New Gifts: \$1,500 from the Friends for book case and plaque for ongoing book sale; \$100 from Gary Chandler; \$25 from Gretchen Pyles; \$50 from Ann Logan in memory of Elaine Bennett; gifts unanimously approved

TREASURER’S REPORT: Investment Policy Statement in bylaws; prudent man rule is standard we are held to; reviewed 2017 LBOT Investment Strategy and Review; Liz e-mailed the Trustees of the Trust Fund members and the Trustees of the Trust Fund dedicate 15% to 45% to fixed income funds; discussed how we should diversify allocation across all library assets; Trustees of Trust Funds have a total of \$225,000 of library’s money that can be invested with additional \$50,000 in a Building Capital Reserve Fund; Library Trustees have approximately \$200,000 to manage that is currently in bank accounts and Vanguard Prime Money Market; we agreed that \$15,000 should remain as cash; we have to review portfolio allocation four times a year; we agreed to review the Investment Policy annually; Ted Krantz agreed to join Investment Sub-Committee; next month the board will vote on the policy

Board reviewed the Treasurer’s Report.

TRUSTEE REPORTS:

A/V: John Lepore of Tailor-Made Audio + Video will attend next month’s meeting for 20 minutes to explain proposal

Lighting: Electrical Supply of Milford provided an estimate for lights of \$5,301.19, but expected to come in lower because we may decide not to have sconces in lollipop room; need dimmers because gives flexibility; LBA, Inc. provided quote of \$3,995.00 for electrical work, but expected to be lower

Ted Krantz moved to appropriate funds not to exceed \$9,300 from the Building Capital Reserve Fund for lighting project; Kim Ayers seconded; passed unanimously.

Library Volunteer Policy: Board reviewed Volunteer Policy; the policy will be reviewed periodically

Ted Krantz moved to approve Volunteer Policy as amended; Liz Larson seconded; passed unanimously.

Liz Larson moved to adjourn; Steve Mantius seconded. The meeting was adjourned at 8:23 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, April 17, 2017 at 6:30 p.m.