

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

The meeting was called to order at 6:35 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Nancy Head, Ted Krantz, Gretchen Pyles, Steve Mantius, Kim Ayers, Liz Larson, Bill Cassidy and Library Director Amy Lapointe.

Approval of Past Meeting Minutes: Nancy Head moved to approve the October 16, 2017 meeting minutes; Ted Krantz seconded. The October minutes were unanimously approved. Nancy Head moved to approve the October 16, 2017 Non-Public Session meeting minutes; Ted Krantz seconded. The October 16, 2017 Non-Public Session meeting minutes were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: Statistics were reviewed.

Programming: Adult and children programming reviewed. The new screen was delivered and works well.

Town: The Board of Selectmen are working on the budget.

Collection: Food for Fines just ended. The Heritage Commission applied for and received a \$9,868 Mooseplate Grant to conserve and digitize five items including the Franklin Society book and *Medley* by John Farmer; the town is wrapping up the vault project; the library will accept several volumes of tax records from the 19th Century as a loan; the library will make space available for people to look at the documents from the town vault; after their use, the documents will be returned to Town Hall.

Friends of the Library: Holiday decorating will take place this Saturday; the Holiday Book Sale will also be set up.

Hours: The holiday hours for the library were discussed.

NON-PUBLIC SESSION: At 7:04 p.m., Ted Krantz moved to go into Non-Public Session pursuant to RSA 91-A:3 to discuss personnel issues. Liz Larson seconded. A roll call was taken and all trustees present agreed to go into Non-Public Session including: Nancy Baker, Nancy Head, Ted Krantz, Steve Mantius, Kim Ayers, Liz Larson, and Gretchen Pyles. Following discussion, Steve Mantius moved to come out of Non-Public Session at 7:17 p.m.. Liz Larson seconded. A roll call was taken and all

trustees present agreed to come out of Non-Public Session including: Nancy Baker, Nancy Head, Ted Krantz, Steve Mantius, Kim Ayers, Liz Larson, and Gretchen Pyles.

Gifts: \$100.00 from Marguerite Boardman; \$100.00 from Gary Chandler; Steve Mantius moved to approve these gifts; Kim Ayers seconded; motion approved unanimously.

TREASURER'S REPORT: Liz met with Michele Donoghue to streamline the Treasurer's Report onto one page; they created a first draft but will continue to work on this; we received another quarterly distribution last month for approximately \$1,900; we have received slightly fewer fines as compared to last year; and we need to review the year-to-date totals.

OLD BUSINESS:

FY19 Budget: The town budget process is ongoing.

NEW BUSINESS:

Computer Replacement Plan: We reviewed the Library's Technology Plan; Amy outlined how the strategic plan applies to technology; all hardware expenses are paid at different intervals; the goal is to get expenses level each year; Steve and Bill offered to create a spreadsheet to account for all hardware with serial numbers, expected life spans, purchase dates, etc.

Nancy Head moved to adjourn; Liz Larson seconded; motion passed unanimously. The meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, January 8, 2018 at 5:30 p.m. at Town Hall.