

**Minutes of the Amherst Town Library Trustees' Meeting  
October 16, 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, Liz Larson and Library Director Amy Lapointe.

**Approval of Past Meeting Minutes:** Ted Krantz moved to approve the September Meeting Minutes; Nancy Head seconded. The September minutes were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

**Statistics:** Statistics reviewed; door count mechanism did not function properly for a short period of time; we may need to have it fixed if problem occurs again; new print items added to the collection are down 19%; a few people have commented on the decrease. We reviewed additional statistical reports which provided interesting information about circulation of materials.

**Programming:** The Scottish Ballad program had approximately 20 empty seats even though some people were turned away; we may need to overbook programs more than we already do.

Tomorrow is the first Tech Tuesday; staff is strongly encouraged to attend. Additional upcoming programming includes New Hampshire One Room Schoolhouses, a Paint Night, and New Hampshire General Stores. The Boardman Concert will be held on November 5th.

We added a baby story time to the existing one and both are full; also introduced an after-school story time for elementary school kids. October is the Harry Potter month; a Harry Potter puzzle is by the circulation desk; also a Harry Potter trivia question is featured at the circulation desk; a Harry Potter trivia event is scheduled for after school on October 25th as well as an "after hours" program. Steve Blunt will be performing a Halloween concert.

The lectern and sound system work well; Amy okayed a new screen and cart; she noted that we need to have reasonable expectations because we asked for a moveable system; it can be hard to line up the cart, projector and screen.

Recently, there were several fire alarm issues; the cause was a faulty sensor in the highest part of the reading room; this issue was addressed.

We are fully staffed; Lisa Cutter hit the ground running; she has been very busy. We have a new circulation desk schedule; we are increasing children's room hours and cutting circulation desk hours; a few shifts have only one person at the circulation desk.

A materials handling program was held for staff, which focused on how to shift stacks of books, etc; the focus of the program was to highlight ways to do the job better and more safely.

Next month, instead of reviewing a policy, we will discuss computer replacements.

The library will be closing at 5:00 p.m. on Wednesday before Thanksgiving. Last year, the City Manager made a last minute decision to close town offices at 2:00 p.m. that day. Despite this decision, the library stayed open until 5:00 last year. During those three hours, 75 people came in last year.

Ted Krantz moved to approve the proposed calendar as modified. Steve Mantius seconded. The calendar was approved unanimously.

**New Gifts:** The library received a gift of \$700 from the Friends of the Library for the Boston Children's Museum pass. Steve Mantius moved to approve this gift. Ted Krantz seconded. This gift was unanimously approved.

**TREASURER'S REPORT:** Liz reported that she is now the administrator for the Massachusetts Investment Trust. She is going to review trust documents and attempt to move the money in that account to Vanguard. The town's budget is presented in a strange format. Liz will work with Michele to create a report that is clearer for our purposes.

#### **OLD BUSINESS:**

**Boardman Concert:** We are all set for the Boardman Concert on November 5, 2017. Nancy will create some posters.

**FY19 Budget:** Proposed budget was reviewed. We are trying to decrease what is spent from Trustee funds; proposed budget decreases Trustee fund spending to \$21,500. We used the town's projections for building maintenance.

#### **NEW BUSINESS:**

**Policy Review:** We reviewed the Patron Behavior policy. Ted Krantz moved to approve the revised policy. Steve Mantius seconded. The revised policy was approved unanimously.

**NON-PUBLIC SESSION:** At 8:12 p.m., Ted Krantz moved to go into Non-public Session pursuant to RSA 91-A:3 II to discuss personnel issues. Steve Mantius 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, and Gretchen Pyles. Following discussion, Nancy Head moved to come out of Non-public Session at 8:18 p.m. Steve Mantius 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, and Gretchen Pyles.

Steve Mantius moved to adjourn; Ted Krantz seconded; motion passed unanimously. The meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

**Next scheduled meeting: Monday, November 20, 2017 at 6:30 p.m.**