Minutes of the Amherst Town Library Trustees’ Meeting  
July 10, 2018

The meeting was called to order by Nancy Baker, Chair. In attendance were Nancy Baker, Bill Cassidy, Steve Mantius, Ted Krantz, Nancy Head, Kim Ayers and Amy Lapointe, Library Director.

Guest: Sarah Leonardi, Assistant Library Director.

Approval of June Minutes: Nancy Head moved to approve the June minutes; Steve Mantius seconded; the motion unanimously passed.

LIBRARY DIRECTOR’S REPORT:

Statistics: Total circulation down slightly. Adult print down the most. Digital media up. Door count down a smidge.

Summer reading: Off to a good start. Lots of kids registered.

Programming: Would be interesting to know how many attendees are from Amherst. If it is a program that we know is going to fill up, perhaps require a library card to sign up.

Liz Barbour program: 50 on sign up; 30 people on waiting list. But only 30 people actually showed up.

Adding more programs this year. Programming is a key pillar of strategic plan. Meeting later this week to start brainstorming programs for the fall.

VoIP: Microtime, who supports this for the entire town, said library is in pretty good shape for the transition. The system needs a computer connection for it to work. So we will need to add computer near the kitchen as well. We will need to add a network jack. The Library should be the first town departments to be switched over.

FOL: Cancelled 4th of July book sale. Due to heat and not enough volunteers to man. Often put library information at this booth so it is good marketing for the library too.

Collection: The library started offering Flipster last year. Has been adopted by a fair number of library users.
Overdrive has re-introduced digital magazines. This platform is less expensive than Flipster. The subscription to Overdrive is from the NH Books Consortium. The entire Group picks the titles. For Flipster Amherst Library picks the titles alone. So right now we have magazines on two platforms.

Slanted shelving – Amy wanted to try these in a section of library. Bottom three shelves are angled so it is easier to see. But vendor only has shelves slanted at 7 degrees. So now looking for a vendor for these.

**Building:** Replaced lamp post with wooden post.

Met with Stibler Associates about staff space. They will have a proposal back to us in Late July.

They will propose drawings for discussion. Need CAD drawings for the library, which don’t exist at this time. Stibler offers a full consulting process including collaboration with staff to understand how they work, etc. These consultants work in many types of industries: hospitality, etc.

Steve suggested the library look at everything, including lighting.

Lighting: A fixture fell out of the ceiling near the elevator side of the mezzanine room. Perry of DPW suggested we change these fixtures over to LED. We will start by speaking with DPW. Some patrons complain about the lighting in the stacks causing glare. This is primarily due to the mylar coating on the books. We need to take that into consideration when looking at new lighting.

Terry Knowles has retired. Training for Library Trustees will be handed off to NH Municipal Association.

**Treasurers Report:** Final invoices for the fiscal year have not all yet been paid. New Equipment Capital line is the gift money that is being moved to Vanguard.

**New gifts:**
Friends of the Amherst Library: $2942 for children’s room couch, $600 for summer reading, $220 from crafts
Phoebe P. Swain Living Trust: $3000
Jack and Dorothy Nicholas in memory of Helen Rowe: $100
MaryLee & Philip Turcotte in memory of Linda Russell: $50
Steve motioned to accept the gifts to the library, Ted seconded. The motion was unanimously accepted. The board also discussed ideas for memorializing benefactors. One possibility is to dedicate a program series.

**Books/records from the Town Hall:**
Town wants to loan some books which are duplicates of historical volumes being stored at the Town Hall. The nature of the loan as it is outlined in the letter to the library is a bit problematic.

The library’s Local History Collection policy is to only accept gifts which we can manage as part of our collection. If we determine it is no longer a worthwhile part of our collection, we want to reserve the right to dispose of items according to best library practices.

Sarah and Amy will discuss this with Will Lundt and Town Hall.

Need to also determine if these are unique to Amherst. Right now we believe they can be found at other libraries or at the State.

**Ideas for Memorializing benefactors:**
Books
Plaques
Something more permanent
Something people could browse and see.
See names, but wonder about these people, who they were, what they did. TV screen at circulation desk – have image of someone who passed, scroll diff. information. Pictures offer good memories, better than just printed name.

Will consider more at the next meeting.

**For Sept. meeting:**
Revisit Circulation Policy, specifically
Review what we heard downstairs, decide on fines policy
Review three week vs. two week lending policy
Auto renewal vs longer lending period
Change DVD lending policies
Should staff family to be exempt from fines?

Respectfully submitted,
Kim Ayers

Next scheduled meeting: Monday, September 17, 2018 at 6:30 p.m. at the Amherst Town Library.