Minutes of the Amherst Town Library Trustees’ Meeting  
May 21, 2018

The meeting was called to order at 6:38 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Bill Cassidy, Steve Mantius, Ted Krantz, Liz Larson, Gretchen Pyles and Amy Lapointe, Library Director.

Approval of April Minutes: Steve Mantius moved to approve the April minutes; Ted Krantz seconded; the motion unanimously passed.

LIBRARY DIRECTOR’S REPORT:

Statistics: The statistics were reviewed.

Programs: Gearing up for the summer reading program; theme is “Libraries Rock”; sending comprehensive newsletter outlining all programs (kids and adults); having it professionally printed

Town: The Board of Selectmen’s quarterly update regarding the town’s departments will take place on Tuesday, May 29, 2018, Amy will cover the highlights of what is happening at the library and what we are working on at the administrative level.

Friends of the Library: The Student Art Show reception was held on May 6, 2018; historically, the library has had its highest traffic on this day; the artwork was not juried this year. The Friends are excited to have Sharron April chair the professional artists’ exhibits again.

Collection: The Nipmugs are willing to donate toward the digitization and conservation of the Amherst Library Society’s Record Book.

Building: Amy asked for quotes from local painters including Amherst Painting and 603 Painters to paint the entire downstairs; the Amherst mural that could never be displayed in its entirety at the library has been given to the Amherst schools: it was created by children in the local schools approximately twenty years ago.

Personnel Update: A reception will be held for Ruslyn on June 3rd from 2:00 to 4:00 p.m.; her last day will be June 7th; Amy has been meeting with Ruslyn to ensure a smooth transition; our new library assistants, Peg Bennett and Raquel McFee, have started and are fitting in well. Liz Larson moved and Steve Mantius seconded the approval of hiring Lisa Walker as another library assistant; the motion passed.
The board met on Tuesday, May 8, 2018 at 7:00 p.m. at the Amherst Town Library. The meeting was called to order by Steve Mantius; Bill Cassidy attested that the minutes of the April 10th meeting were read and approved unanimously. We have received several applications for page positions and Amy is in the process of interviewing the candidates; Town Hall found a payroll error, which has been corrected; the library will be closed May 26-28, 2018 for Memorial Day; summer hours begin June 16th.

**TREASURER’S REPORT:** Liz reported that the new Treasurer’s Report is designed to make it easier to find the income versus the account balances; the Investment Policy approved by the board is being followed; Liz will meet with Town Hall to follow up on a previous request for a transfer of some of the gift funds; she will request that all of the gift funds be transferred to the board at this time; this money will be deposited into the Vanguard account.

**OLD BUSINESS:** Amy reported that there has been some progress regarding purchasing a new phone system for some of the town’s departments; because the lamp post in front of the library has rotted, Ted volunteered to research options for a new one and reported that we will purchase a post that will be the same height as the current post; it will be ordered from Crowe Fencing in Amherst and will cost approximately $145; the lamp will be ordered from Milford Lighting and will cost approximately $231; and we will ask Perry at DPW to install it.

**NEW BUSINESS:** The board will discuss possible tributes to Helen Rowe, a longtime trustee, at our next meeting.

Steve Mantius moved to adjourn; Bill Cassidy seconded; motion passed unanimously. The meeting was adjourned at 7:46 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, June 18, 2018 at 6:30 p.m. at the Amherst Town Library.