

**Minutes of the Amherst Town Library Trustees' Meeting
April 18, 2016**

The meeting was called to order at 6:00 p.m. by Nancy Baker, Chair. In attendance were Ted Krantz, Kim Ayers, Nancy Head, Liz Larson, Steve Mantius, Gretchen Pyles, Rande Neukam and Library Director Amy Lapointe.

The minutes of the March meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: The adult print is down, but it is not as staggering a decline as other libraries are seeing. We are consistent with the trends. The door count is up. The computer use was up this month.

Programming: There are more great programs coming up, but the programs will be tapering off as we move toward summer.

Adult programs:

Who Really Wrote Shakespeare? - April 19, 2016

A Soldier's Mother Tells Her Story - May 9, 2016

Children's programs:

Emerging Readers Workshop - April 21, 2016. This is a really important program and Sue Ruggiero is a reading specialist and very qualified to lead this discussion. Sarah Hydorn has created a program for siblings during the timeframe of Sue's program.

There were a few technical and logistical problems with the latest Minecraft program. The numbers for this program have grown. There are a variety of ways technologically to make this program work. There has been a learning curve, but we have found a way to allow low-tech peer to peer play by purchasing additional accounts rather than having all participants share one account.

Building: The DPW is working on a map of the library's building to identify the location of water valve shutoffs, fire extinguishers, etc.

Updates to Board of Selectmen: The Board of Selectmen met and created goals for the year. They have requested that Department Heads provide quarterly updates. Currently, Town Administrator Jim O'Mara provides updates regarding department matters to the Board of Selectmen.

Friends of the Library: The Friends of the Library are very busy. Several people attended the docent-led tour of the Currier Museum of Art's Shakespeare Folio exhibit. There were 19 people registered, but there were a few last minute additions. The Student Art Show Reception is

scheduled for May 15, 2016. A trip has been planned to Rough Point in Newport, Rhode Island for June 14, 2016.

Hillstown Cooperative Meeting: Terry Knowles of the New Hampshire Attorney General's Office spoke at a recent Hillstown Cooperative Meeting. Amy provided a copy of the handout from this meeting. Of note was the posting requirements for gifts over \$5000 from the Friends of the Library. Also, Terry mentioned that funds held by the Trustees of the Trust on behalf of the library should be provided to the library as a matter of course. Amy and Steve will e-mail Terry to confirm.

TREASURER'S REPORT:

The assets are up since the last quarterly report. The budget's two largest line items are salaries and benefits. These amounts are set by the town and appear to be over-budget. Steve and Amy will inquire with the Town. With regard to the line items that the library controls, we are doing well. Investment income is doing well with approximately \$35,000 to \$40,000 in principal.

Gifts: A gift of \$300 was received from Candace Rapf. It was moved and seconded that we accept this gift. The motion was unanimously approved.

TRUSTEE REPORTS:

Building and Grounds: The Board of Selectmen accepted a bid to replace the roof on the newer section of the library. The plan is to have the work completed over a weekend or long weekend around July 15, 2016. During construction, the contractor will create a vestibule to the book drop. After the completion of the roof project, other building items will be addressed.

Boardman Concert: The Boardman Concert will be held on November 13, 2016. Rande spoke with Egle Jarkova. They will perform for an agreed amount of \$700. They hope to have a trio, but it may only be two performers. While past Boardman Concerts have had a classical theme, other themes may be considered for future concerts.

OLD BUSINESS:

Community Meeting Space: Nancy Head has been identifying local organizations that have meeting space that may be available for the public to use. Several organizations have certain parameters for use of space. Some are constantly changing. The hope is to have a resource in the form of a notebook or online that allows patrons to know what meeting spaces are available in the area.

A mineral display by Tom Mortimer is located at Peabody Mill.

It was suggested that we periodically review the equipment used for our programs, such as the PA system, screens, etc. Each program is unique and has varied needs. If additional or updated equipment is needed, we should discuss it.

Grants and Long Term Spending: We should include how funding will be obtained for items on the “wish list” (*i.e.* grant, trustee funding, Friends’ funding, etc.) Long term spending should relate to the strategic plan. Rande will work with Ruslyn Vear regarding any wish list items to improve concerts and programs.

NEW BUSINESS:

Circulation Policy: The Circulation Policy has been updated with a few minor changes. Family cards are no longer allowed. They must be converted to individual cards. Nancy Head moved to approve the new Circulation Policy. Kim Ayers seconded. The motion was unanimously approved.

Other: When a person places a hold request for an item not yet in circulation, that person should remain on the hold list in the order requested until they receive the item.

The library’s neighbor in the back has decided to put up a fence where the twisted metal fence currently exists. They will match the existing wooden fence and are not looking for funding.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, May 16, 2016