

**Minutes of the Amherst Town Library Trustees' Meeting
May 16, 2016**

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

The minutes of the April meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: The items withdrawn from the collection totaled around 5000 to make room for new selections. The total active patrons increased almost 500 from December 2015 to January 2016. April use was quite a bit down from March. There was a 32% drop in meeting room use but this could be due to the two week break when storytimes end. We usually have storytimes five times a week and we also have three book clubs for children that meet once a month.

Videography of programs: There have been some requests for videography of programs, but there is potential for copyright complications, possible privacy issues, and a concern that it may cause presenters and attendees to hold back on discussions. For all of these reasons, we will not allow videography of programs at this time.

Summer Reading Program: The Summer Reading Program will take place from June 20, 2016 to August 12, 2016. This year, we will try to limit the number of activities requiring registration. There were many "no shows" last year. There will be self-serve drop in activities. For teens, there will be make and take crafts as well as book chats led by Jane Martina. There will be five or six evening programs for adults that will take place mainly on Wednesday evenings. There will be a "Parents Read Too" book cart in the children's room to allow busy parents to find books for them in addition to books for their children.

This fall, we will participate in a Big Read program that will start on September 18, 2016.

Building: The fence in the back garden was installed. The roof work has been scheduled for June 25 - 27, 2016. The library will be closed on June 25th but can remain open on the 27th even if roof work is still being completed.

Update to Board of Selectmen: On Monday, May 23, 2016, Amy will give a quarterly update on the library's activities at the Board of Selectmen meeting.

Friends of the Library: The Friends of the Library's Student Art Show reception was held yesterday. This was the first year that it was not held on Mother's Day and door count was still high. The door count was 1002. This event is great for the library and community. It celebrates art and celebrates kids. People of all ages enjoy it. Some of the artwork at this year's event was

sold. At the last Friends' meeting, the board approved funding new stacks and seating that will be installed in late June.

Pages: Interviews of pages has concluded. Gretchen Pyles moved and Nancy Baker seconded the hiring of the following pages: Helen St. Cyr, Brian Heaney, Emmeline Jasnowski and Harrison Mazur. They will participate in page training in mid to late August.

Updates: We are exploring HOOPLA, which is a platform for digital media, which will be good for music, videos, e-books and audio books. Jane Martina has put together a schedule regarding the completion of the organization of local history materials. She believes she will be finished with the project in July.

Quiet Space: The staff has had discussions about quiet space. The Archives Room is a quiet space and can be reserved by non-profits. It will not be available to tutors because tutoring requires talking and defeats the purpose of the quiet space. The Johnson Room may become a great option for tutoring when not in use for storytimes, programs or meetings.

Facebook: The library is trying to increase visibility through its use of Facebook. The goal is to post twice a day.

Hours: The library will be closed for Memorial Day - May 28 - 30, 2016. The summer hours will begin on June 18, 2016.

TREASURER'S REPORT:

The cash flow changes based on purchases. Steve and Amy will meet with Town Hall to discuss the salaries and benefits of library personnel. The funds managed by the town are only updated quarterly or annually. We received an e-mail from Terry Knowles indicating that the Library Trustees can receive income from its trusts overseen by the Trustees of the Trust without having to request it. All of the funds can be used at the discretion of the Library Trustees except one fund that requires the purchase of one book each year. Steve will discuss this with the Trustees of the Trust. Kim Ayers moved and Nancy Head seconded that upon resignation of Bill Cassidy as treasurer, Steve Mantius will be authorized to act on behalf of the Board of Library Trustees in connection with any Vanguard mutual fund and/or Vanguard Brokerage accounts owned by the Board of Library Trustees, obtain information and give instructions for the purchase, sale, exchange, or transfer of securities, and engage in margin and option trading on Vanguard Brokerage accounts owned by the Board of Library Trustees. Kim Ayers moved and Nancy Head seconded that Nancy Baker as Chair and Gretchen Pyles as Secretary be added as additional authorized persons on the Board of Library Trustees' Vanguard account.

Gifts: A gift of \$40 was received from Linda Russell on behalf of the Friends of the Library Book Club. A gift of \$300 was received from Irene Lover. The Friends of the Library donated \$4,735.64 for the cafe area. The Friends paid the cost of the winter concert series at a cost of

\$1,300. It was moved and seconded that we accept these gifts and donations. The motion was unanimously approved.

It was decided that people who annually give gifts to the library should receive a special invitation to the Boardman Concert and receive VIP seating. This should include people who give annually to the Friends of the Library including lifetime members.

TRUSTEE REPORTS:

Boardman Concert: The Boardman Concert will be held on November 13, 2016. There is plenty of time to confirm if there will be a duo or trio performing at the concert.

Volunteer Policy: A draft policy was circulated to the board for review. Nancy Head looked at policies from six different towns including Hooksett, Keene, Stratham and Lancaster. The board will take action on the policy at the next meeting.

Grants and Long Term Spending Wish List: Kim Ayers presented a draft wish list that could be filtered based on categories such as cost or urgency/priority, etc.

Kim Ayers moved and Liz Larson seconded a motion to adjourn. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, June 20, 2016