

Minutes of the Amherst Library Trustees Meeting October 23, 2013

The meeting was called to order at 6:05 p.m. Those attending were Don Holden-Chairman, Nancy Baker, Kathy Brundage, Bill Cassidy, Robin Julian, Ted Krantz, Nancy Head, Dick Martini, Ed Obermiller and Amy Lapointe-Library Director. Guest, Kim Ayers was also present.

Minutes: The minutes of the previous meeting were accepted as submitted.

Library Director's Report:

Statistics: The monthly statistics were presented (see report). The statistics showed that adult print circulation is down a bit, but new patron count is up, as is the door count by quite a lot. Programming & digital media are also up.

Programs: There are several upcoming adult & children's programs scheduled and there was good feedback about the recently mailed library newsletter. Amy has been talking to the US Postal Service about *Everydoor Direct Mail*, a program that might save on mailing costs of future newsletters.

Website Update: Amy reported that the use from mobile devices to the website is "really up," that the library has completed the terms of the contract with the website designers, but that they have been great with follow-up questions; the website designers have guaranteed \$25/hr. rate for web maintenance for a year; the web designers are showing the library continued improvements for the website, and that ultimately, many staff will be trained to do updates to the website.

Building & Grounds: There have been problems with the side door locking properly, but the police are aware of the problem. There was also discussion of the exterior soffit lights being out. Amy was going to alert DPW and check on the timer for the lights.

GMILCS: A new courier, *Freedom Express*, is working out great for GMILCS. They are working out some kinks, like time of delivery, and are making deliveries Monday, Wednesday & Friday. If a holiday occurs on a Monday, they will deliver on Tuesday.

Town: Amy & other department heads are now writing monthly reports for Jim O'Mara, Town Administrator. Amy gave the Trustees a copy of the September report. Ted is concerned that this monthly report may bog down Amy's work load. Amy reported that there has not been feedback about the town budget process or strategic plan. The department heads felt that the strategic plan process was onerous.

Friends of the Library: The Friends are seeking book donations (holiday books, cookbooks, gift-type books) for their upcoming holiday book sale.

Staffing: Amy reported that Sarah St. Martin (our former Technical Services Librarian) has made a great transition to the Manchester Library. Angela Brown, our new Technical Services Librarian, is doing well in the job. Sarah Leonardi and new baby Clara are doing well on maternity leave.

NELA Conference: Amy attended the conference in Portland, ME and enjoyed

the sessions she attended. She gave us a quick summary: projecting a professional image, working more closely with schools and providing early literacy, dealing with difficult people, self-publishing, and how to work more effectively with city and town officials.

Strategic Planning & Goals: Don reported that the presentation of the plan was a good showing and well received. He suggested putting “up front” that the library’s plan has no tax impact.

Treasurer’s Report: Bill reported that our expenses are slightly above, but that included payment for our automated account. Income is a little low and deposits need to be scheduled better. There are several big CD accounts coming up in November. There was discussion about the auditors wanting our monthly CD interest reports. Bill concluded we would give the report annually.

Space Planning: Robin reported that Amherst Painting gave us a bid of approximately \$10,000(materials & labor) for the painting of the entire main floor, mezzanine and stair wells. One contractor, Kevin Ennis, felt he could not manage the job and one contractor, Jeff Beyer Painting, did not show for the appointment. We have not heard from Goedecke about the carpet estimate. Amy will have the staff thinking about the planning of the circulation desk area.

Gifts: The Board unanimously accepted gifts for the summer reading program. (see attached list)

Guests: Kim Ayers said the Friends are looking for donations for Art Show framing and for gift certificates for their Trivia Night.

Trustee’s Reports

Programs: Kathy reminded us that the Boardman Concert, with the Andrew Frankhouse Quartet, is scheduled for Nov. 10, 2013 at 5 p.m., with set-up at noon. All Trustees signed up for refreshment donations. The Friends will be honoring Nancy Head at the concert. Three cheers for Nancy for all she does for the Amherst Town Library!

Buildings & Grounds: No report.

Technology: No report.

Library Advocacy: Trustees are encouraged to join the Friends!

Old Business: None

New Business: None

There being no further business, the meeting was adjourned at 7:08 p.m. **The next meeting will be held Monday, November 18 at 6:00 p.m. in the library.**

Respectfully submitted,

Robin K. Julian
Acting Secretary