

Minutes of the Amherst Town Library Trustees' Meeting
August 21, 2017

The meeting was called to order at 6:34 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Nancy Head, Ted Krantz, Bill Cassidy, Gretchen Pyles, Steve Mantius, Liz Larson, Rande Neukam and Library Director Amy Lapointe.

Approval of Past Meeting Minutes: Ted Krantz moved to approve the June Meeting Minutes; Steve Mantius seconded. The June minutes were unanimously approved.

NON-PUBLIC SESSION: At 6:46 p.m., Liz Larson moved to go into Non-public Session pursuant to RSA 91-A:3 II to discuss personnel issues. Ted Krantz seconded. A roll call was taken and all trustees present agreed to go into Non-public Session including: Nancy Baker, Nancy Head, Liz Larson, Rande Neukam, Ted Krantz, Bill Cassidy, Steve Mantius, and Gretchen Pyles. Following discussion, Nancy Baker moved to come out of Non-public Session at 7:00 p.m. Liz Larson seconded. A roll call was taken and all trustees present agreed to come out of non-public session including: Nancy Baker, Nancy Head, Liz Larson, Rande Neukam, Ted Krantz, Bill Cassidy, Steve Mantius, and Gretchen Pyles.

LIBRARY DIRECTOR'S REPORT:

Statistics: Statistics reviewed; FY 2017 year end circulation down; door count steady; about 1/3 of check outs occur on self check out.

Programming: Adult summer reading program numbers higher than last year; children's summer reading program statistics down, but program attendance up; for teens, reading down, but program attendance up.

Adult programs for fall set; people have already registered. Jennifer Koerber, author of Emerging Technologies: A Primer for Librarians, will provide adult technology programs from October through May on the third Tuesday of the month from 2:00 to 3:00; she will stay through 3:30 for drop in tech issues; staff encouraged to attend.

Town: Nate Jensen stepped down as a Selectman; Board of Selectmen accepting letters of interest through August 25, 2017; Amy to present quarterly update next Monday; library is scheduled to present its Strategic Plan on September 25, 2017; our draft budget will likely be due October 13, 2017.

Building: Light installation completed except for a few dimmers; have received some compliments.

Collection: Flipster is our digital magazine program; very easy to use; US Newsstream database is comprehensive and quick.

Policy Review: We will review Unattended Children policy next month.

Staffing: Auto attendant installed on the phone system; town's personnel policy regarding taking vacation time in advance of accrual up to two months discussed; Sue Ruggerio's retirement reception scheduled for August 31, 2017 from 2:00 to 4:00 p.m.; library will be closed September 2-4, 2017 for Labor Day weekend; library's regular hours resume after Labor Day.

New Gifts: \$220 from the Friends of the Library for children's room craft supplies; \$600 from the Friends of the Library for the summer reading program; \$75 from Mark and Mary Ann Harris in memory of Gerrie Porter; \$8,786 from the Friends of the Library for AV system and two slatwalls in Boardman Room; Nancy Head moved to approve gifts; Ted Krantz seconded; gifts unanimously approved.

TREASURER'S REPORT: Liz met with Michele Donoghue to streamline Treasurer's Report; \$178,760 in Vanguard; received \$2,000 distribution from Trustees of the Trusts, which is paid quarterly; \$40,516 in Library expansion fund; \$187,918 as of end of July in individual trusts managed by the Trustees of the Trust; board discussed that house next to library is for sale; budget for June and July reviewed; only over budget by \$28.

OLD BUSINESS:

Boardman Concert: We will hire Quintessential Brass for \$700 to perform at Boardman Concert on November 12, 2017; other options discussed including a jazz pianist, a harpist, two jazz and blues groups, and two young fiddlers; will not require tickets for concert and instead use regular registration; refreshments to be served only after concert.

Steve Mantius moved to adjourn; Bill Cassidy seconded; motion passed unanimously. The meeting was adjourned at 8:31 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, September 18, 2017 at 6:30 p.m.