

**Minutes of the Amherst Town Library Trustees' Meeting**  
**June 12, 2017**

The meeting was called to order at 6:31 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Nancy Head, Ted Krantz, Kim Ayers, Gretchen Pyles, Steve Mantius, Liz Larson and Library Director Amy Lapointe.

**Approval of Past Meeting Minutes:** May General Meeting Minutes were approved with amendments. Non Public Session Minutes from the May Meeting were approved as presented. Minutes from the Special Meeting held on June 8, 2017 were approved with amendments. Steven Mantius moved and Liz Larson seconded to approve these minutes; minutes were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

**Statistics:** Statistics reviewed. Hoopla, Overdrive and Cloud Library (formerly 3M) are listed in digital media circulation.

**Programming:** Summer Reading Program theme is "Build a Better World"; children get a map/game board to track every 15 minutes of reading; when children register, they receive a color coded calendar to see what activities offered; teens have a reading program with raffle prizes; adults have a reading program with raffle prizes.

**Town:** Town has created a meeting calendar for the entire year that outlines topics/goals for each meeting; Liz and Amy will create a similar calendar for the board; on June 26th, Amy will present a Quarterly Update at the Board of Selectmen's meeting.

**Collection:** Flipster is the program selected for digital magazines; will start over the summer; select titles and pay for them individually; prices vary greatly; statistics from Nook will help guide initial purchases; will likely mail a postcard when it launches. The Friends donated iPads to be placed in Young Adult section with apps targeted at teens.

**Staffing:** Working on job description for Sue Ruggiero's position; tweaking the circulation desk schedule.

**Policy Review:** At NHLTA meeting, there was a big focus on policies; Amy provided a handout entitled "What Every Library Should Have"; we have most of the items on the list; library follows Town's Personnel policy; 200 hour summer position is filled by Jane Martina to be an extra set of hands for Children's Summer Reading Program; occasionally on summer or school vacations, a shift might be covered by a past page.

**New Gifts:** \$25.00 from Gretchen Pyles in memory of Gerrie Porter; \$1,138.78 from the Friends of the Library for 2 YA iPads and 2 mounts; Steve Mantius moved to approve gifts; Ted Krantz seconded; gifts unanimously approved.

**TREASURER'S REPORT:** Current balances and Vanguard allocations will be discussed at our next meeting; Liz will meet with Michele Donoghue to streamline the Treasurer's Report; on the budget, wages and benefits are overspent by \$28,000 to \$30,000, which was expected; large expenses will be held until next budget year.

### **TRUSTEE REPORTS:**

**Building and Grounds:** Ted reported that the new lights have arrived; still working to get the town's contract electrician to schedule the installation.

### **OLD BUSINESS:**

**Strategic Planning Process:** Amy revised the Strategic Plan to align it with the board's discussion of technology related goals; our staff's duties have evolved over time to meet our patrons' needs; it is important for the public to know how we use our staff efficiently. On the Strategic Plan, we will add "classes/presentation on library resources" to Goal 2(1); Goal 4(3)(a) and (b) will allow the library to coordinate marketing; an FY 20 goal will be to add slanted shelves; another improvement that we should consider is acquiring hearing assisted devices for programs; may be able to have our A/V provider obtain devices that work with the new system; with Goal 4(2)(a), we should create a subcommittee to decide what information seeking and from whom; if use a survey, it should be five questions or fewer; should try to hear from users and non-users; use many different ways to circulate survey.

**Policy Review:** Patron Privacy Policy was created after the Patriots Act; policy was reviewed and approved by board as written; Requests for Confidential Records reviewed and approved by board as a procedure, not policy.

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

Respectfully submitted,

Gretchen Pyles, Secretary

**Next scheduled meeting: Monday, August 21, 2017 at 6:30 p.m.**