

**Minutes of the Amherst Town Library Trustees' Meeting
June 20, 2016**

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

The minutes of the May meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: The number of new patrons increased as did the unique borrowers. The programs seemed to be down but because the number of adult programs is small in statistical terms, the swing of one program is large. Children's storytimes were a little down. Amy and Sarah are considering changing the times for storytimes. They might get rid of the evening storytime because attendance was low. They are also trying to determine how full day kindergarten will impact the storytimes. We offer book clubs for 1st through 4th grade. This might be area for growth. Kim suggested considering themed storytimes (i.e. science or non-fiction).

Summer Reading Program: The Summer Reading Program will take place from June 20, 2016 to August 12, 2016. Amy shared a flyer outlining the offerings for all age groups.

Buildings: The roof on the new part of the library will be replaced from June 25 to 27, 2016. If it rains, the project will be postponed to July 9 & 10, 2016. The library will be closed on the 25th even if the work is postponed. A dumpster will be in the side parking lot for the duration of project. Ted and Amy contacted all six abutters to apprise them of the project. The bird house in the back garden will be corked during the work.

Network/Technology: The library changed ISP from Hostgator to Bluehost. While it is more expensive, it provides more security. The library now has a SSL certificate. The cost increased from \$10/mo. to \$20/mo., but the problem with e-mailing patrons with Comcast e-mail addresses has been remedied.

Town: The town's Ways & Means Committee has been appointed. The members of this committee provide guidance in the town's budgeting process.

Friends: Tomorrow is the Friends' annual board meeting. Cheryl Forster will remain the chair of the Friends, but the board continues to have an influx of new members. The Friends are planning to circulate bookmarks highlighting the Annual Book Sale to be held on September 17th. The bookmarks will be placed at the circulation desk. Amy noted that the Friends are not just a group that raises money for the library, but it also volunteers with various projects and events that make the library more dynamic (i.e. monthly display case, art show, monthly art exhibits).

Strategic Initiatives: It is almost time to update the library's strategic plan. During the summer, the trustees should consider what goals the library is trying to achieve. Amy has been talking to staff about this issue as well. We may try to schedule a joint session with staff and trustees. If anyone has ideas about how to approach the process, please let Amy know.

Personnel: Amy and Sarah Leonardi have been doing annual evaluations for all employees. The goal is to get them completed by June 30th. All library employees' wage increases are not based on merit, but are based on length of service and grade. Ruslyn has expressed some disappointment because she no longer receives a wage increase because she is at the top of the matrix. She does receive a 2% cost of living adjustment and more was put into her pension. Six of the 14 library employees are at the top of the matrix. If we moved to merit based reviews, it would become more challenging. Studies show that increases in compensation are not the main motivating factor for employees.

The staff participated in a professional development Facebook webinar that was led by an expert in the library Facebook world. They used the Archives Room and it worked well.

The library is considering purchasing a few Bookshots for the 3M platform. They are short and easy novellas that were designed to combat the problem with people not having time to read a whole book. The library will monitor their use for three months to track their level of circulation.

Non-public Session: Ted Krantz moved to go into Non-public Session pursuant to RSA 91-A:3 II (a) at 7:00 p.m. Kim Ayers seconded. A roll call was taken and all trustees agreed to go into Non-public Session including: Nancy Baker, Nancy Head, Ted Krantz, Bill Cassidy, Liz Larson, Kim Ayers and Gretchen Pyles. Following discussion, Ted Krantz moved to come out of Non-public Session at 7:20 p.m. Nancy Head seconded. A roll call was taken and all the trustees agreed to come out of Non-public Session including: Nancy Baker, Nancy Head, Ted Krantz, Bill Cassidy, Liz Larson, Kim Ayers and Gretchen Pyles.

TREASURER'S REPORT: Amy spoke to the expenditures report. Salaries, wages and benefits are under-budgeted for this year. We have about \$52,000 in our budget from the town, but wages alone will be \$60,000 for the month of June. Amy estimated that we are about \$7,000 under budget. Any bills that can be paid out of the trustees's funds have been paid from that account. When the fiscal year ends, we can write a check from trustees' funds to town hall funds. We will need to adjust the budget for next year to cover all wages and benefits. Because next year's town budget has been set, we will need to rework the library's budget in conjunction with that budget. We have never allocated library funds for wages and should not. In the past, we have budgeted for computer items at the end of the fiscal year, but we will hold off on that for now.

Nancy Head moved to appoint Liz Larson as Treasurer of Trustees. Ted Krantz seconded. The board unanimously voted to appoint Liz as treasurer.

Gifts: It was moved and seconded to accept a \$100 gift in memory of Cele Clough from Laurence and Toni Mahoney as well as a \$100 gift from Alan and Charlene Clough. The trustees unanimously voted to accept these gifts.

TRUSTEES' REPORTS: There was nothing new to report.

New Business: The trustees agreed that our meeting time will be changed to 6:30 p.m. beginning on July 18, 2016.

Nancy Head moved and Kim Ayers seconded her motion to adjourn. The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, July 18, 2016 at 6:30 p.m.