

**Minutes of the Amherst Town Library Trustees' Meeting
May 15, 2017**

The meeting was called to order at 6:30 p.m. by Nancy Head, Vice Chair. In attendance were Nancy Head, Ted Krantz, Kim Ayers, Gretchen Pyles, Steve Mantius, Bill Cassidy, Liz Larson and Library Director Amy Lapointe.

NON-PUBLIC SESSION: At 6:34 p.m., Nancy Head moved to go into Non-public Session pursuant to RSA 91-A:3 II to discuss personnel issues. Kim Ayers seconded. A roll call was taken and all trustees present agreed to go into Non-public Session including: Nancy Head, Liz Larson, Kim Ayers, Ted Krantz, Bill Cassidy, Steve Mantius, and Gretchen Pyles. Following discussion, Ted Krantz moved to come out of Non-public Session at 6:45 p.m. Liz Larson seconded. A roll call was taken and all trustees present agreed to come out of non-public session including: Nancy Head, Liz Larson, Kim Ayers, Ted Krantz, Bill Cassidy, Steve Mantius, and Gretchen Pyles.

Approval of April Minutes: Bill Cassidy moved to approve; Liz Larson seconded; minutes were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: Statistics reviewed.

Adult Programming: Programming is winding down until the Summer Reading Program starts; reviewed upcoming programs.

Children's Programming: Summer Reading Program is 8 weeks but school vacation is longer; decided not to extend the program, which is consistent with other public libraries; will have additional programs after Summer Reading Program ends (i.e. children's yoga led by Becky Bolin)

Friends of the Library: Table and two chairs for garden arrived; picnic table and benches expected soon; Garden Club donated \$1,000 toward purchase; one bench will have "Friends of the Amherst Town Library" plaque and other will have "Amherst Garden Club" plaque.

Town: Town streamlining insurance; only offering one HMO instead of different plans; new plan starts July 1st; Mooseplate Grant request has been submitted seeking funds for conservation and digitization covering five items (3 in town hall and 2 in library); Nancy Baker wrote a letter on behalf of the Board of Trustees supporting project.

Public Relations: When staff is asked about IMLS funding, they explain what IMLS is and how funded; they do not take political stance.

New Gifts: \$350 from Candace Rapf, \$40 from Friends of the Library Book Group in memory of Barbara Wilkins, and \$926.99 from Friends of the Library for new bulletin board and slatwall; Steve Mantius moved to approve gifts; Ted Krantz seconded; gifts unanimously approved.

TREASURER'S REPORT: A transfer of \$40,000 has been made through Town Hall instead of online based on Citizens Bank's protocol; another transfer of \$40,000 will take place; Board will monitor cash accounts to decide when to make a transfer to Vanguard.

TRUSTEE REPORTS:

Building and Grounds: Amy Lapointe and Ted Krantz met with Derek, president of The Cleaning Connection, to discuss punch list items that pertain to deep cleaning (i.e. carpet, etc.)

New lights have arrived; scheduling installation, which will likely take place during the summer when library hours are reduced.

Exterior trim is currently being painted.

Technology: Kim Ayers and Bruce Miller will present 3d printing program to high school group next Monday; goal is to move 3d printers to Makerspace at Amherst Middle School and cubes to Wilkins School, but concern about longevity of cubes because filament breaks easily; Kim will discuss with Wilkins computer teacher.

The library has a narrowly defined focus for helping patrons using our resources; we present various technology platforms like Hoopla and e-books; there are benefits to having tech savvy staff; we will review our strategic plan regarding technology; a break out session with some staff members will be scheduled.

Program: Nancy Head will arrange the Boardman Concert.

OLD BUSINESS:

AV Proposal from TailorMade AV: TailorMade provided an updated proposal with requested upgrades; new proposal is \$9,799 vs. old proposal of \$8,276; increased price due to wireless speakers, which TailorMade representative did not feel were needed; Ruslyn Vear requested multiple versions of portable microphones; board agreed additional microphones should be purchased but did not feel wireless speakers needed at this time; Steve Mantius moved to approve the acquisition of a new AV system; Bill Cassidy seconded; motion passed unanimously.

NEW BUSINESS:

Revision of Circulation Policy: A proposed revised Circulation Policy was reviewed; this policy was last updated on April 18, 2016; proposed policy allows patrons to check out books

using a photo ID with name and address if they do not have their library card; while fewer errors occur when actual library card is presented, a photo ID with name and address will suffice; revising policy is in line with other public libraries; board agreed policy should be revised; Gretchen Pyles moved to accept revised policy effective immediately; Ted Krantz seconded; motion passed unanimously.

Strategy for Reviewing Current Policies: Board agreed to try to review one policy each month.

Annual Review for Library Director: Amy will let us know if there is additional or different information she would like provided through review; annual review will be scheduled soon.

Bill Cassidy moved to adjourn; Steve Mantius seconded; motion passed unanimously. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, June 12, 2017 at 6:30 p.m.