

Minutes of the Amherst Town Library Trustees' Meeting September 18, 2017

The meeting was called to order at 6:35 p.m. by Nancy Baker, Chair. In attendance were Nancy Baker, Nancy Head, Ted Krantz, Gretchen Pyles, Steve Mantius, Kim Ayers, Rande Neukam and Library Director Amy Lapointe.

Approval of Past Meeting Minutes: Kim Ayers moved to approve the August meeting minutes; Nancy Head seconded. The August minutes were unanimously approved. Kim Ayers moved to approve the August 21, 2017 Non-Public Session meeting minutes; Nancy Head seconded. The August 21, 2017 Non-Public Session meeting minutes were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: Statistics reviewed; research suggests that audio books use is increasing; audio books through Cloud platform are underused; use of adult audio books on CD is dropping from FY 16 to FY17.

Programming: Adult programming reviewed; children programming reviewed; October is Harry Potter month at our library with multiple events culminating in a Harry Potter festival.

Last week, TailorMade delivered new AV equipment; screen was too small and low; cart was low, however audio sounded rich and resonant; microphones seemed easy to use; kept lectern and asked them to take screen and cart back; they have ordered another screen, which is the same cost; the new cart does not look too low; screen will be widescreen, not portrait; we are relying on TailorMade's advice for new equipment.

Strategic Plan Presentation: Amy will give strategic plan presentation at next Board of Selectmen meeting on Monday, September 25, 2017; presentation reviewed; qualitative information included in presentation; quantitative information added regarding shift toward digital; include graph about audiobook circulation; Flipster and Hoopla provides a kind of instant gratification; significant proportion of budget that is not staffing is coming from Friends of the Amherst Town Library's donations, which emphasizes that there are a lot of believers in the library; library is focused on prioritizing and reallocating resources; no new hires for over a decade; 80% of budget goes to operating system and staff; materials handling through GMILCS requires staff time; increased programming requires additional staff time; our library is open 63 hours a week and not many others are; we are a community center; and library continues to monitor trends.

FY19 Budget: Deadline for budget is October 13, 2017; Liz and Steve will meet with Amy to begin the process.

Friends of the Library: Stephanie Tannariello is the new chair; book sale grossed \$8,298 and \$755 was received in Friends of the Library memberships.

GMILCS: This month marks the 25th anniversary of GMILCS.

Building: Waiting for sconces to arrive.

Collection: Library offers Overdrive (state consortium), Cloud Library (formerly called 3M) and Hoopla; Cloud Library, which has e-books and audiobooks, is underused; it has a solid current collection; new purchasing model for audiobooks of pay per use; library uses pay per use and also continues to purchasing new releases.

Staffing: Lisa Cutter accepted position of Assistant Children's Librarian and will start October 2, 2017.

Hours: Closed Monday, October 9, 2017 for Columbus Day.

Policy Review: Board reviewed Unattended Children policy; revised policy discussed; Ted Krantz moved to accept new policy; Steve Mantius seconded; the new policy was approved unanimously.

TREASURER'S REPORT: Liz met with Michele Donoghue to streamline Treasurer's Report onto one page; currently library is spending more than taking in; fines are decreasing year to year; Vanguard balances today are higher than in report; current balance is \$185,889; town budget for wages is off by approximately one month; need to continue to ask Town Hall to address the discrepancy.

OLD BUSINESS:

Boardman Concert: Quintessential Brass will perform at Boardman Concert on November 5, 2017; asking for reservations instead of tickets; trustees will set up for concert around noon that day.

Kim Ayers moved to adjourn; Ted Krantz seconded; motion passed unanimously. The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Gretchen Pyles, Secretary

Next scheduled meeting: Monday, October 16, 2017 at 6:30 p.m.