

Minutes of the Amherst Library Trustee Meeting
March 18, 2014

The meeting was called to order at 6:05 PM by Bill Cassidy, Treasurer . Also attending were Nancy Baker, Kathy Brundage, Ted Krantz, Robin Julian, William Cassidy, Nancy Head, Kim Ayers, Library Director, Amy Lapointe and Alternate Dick Martini.

New Positions:

Nancy Baker was voted in unanimously as Chair
Bill volunteered to be Treasurer
Kim volunteered to be Recording Secretary
Robin volunteered to be Vice Chair and Corresponding Secretary
Ted will continue to oversee building and grounds
Kathy will oversee programs
Kim will oversee technology

Guest: Tom Mortimer

The minutes of the February 10th meeting were unanimously approved after the following amendments:

Library Director's Report/Collection/line 3:

"A discussion was held concerning the disposition of the mineral collection given by Tom Mortimer in the 1970's." was corrected to read "A discussion was held concerning the disposition of the mineral collection given by Donald Eger in the 1980s."

Library Director's Report/Staff/line 4:

"A new policy covering the pro-rating of vacation time when moving from a part time position to a full time position was unanimously approved." Was corrected to read "Amy will propose text for a new policy covering the pro-rating of vacation time when moving from a part time position to a full time position to be voted on at the March meeting."

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics.
- **Programming:** Lots of turnout for the adult programming the last couple of months making it necessary to hold many programs upstairs. 80-people for TUE 3/18 program. Lots of folks in their 20's attended the "Comics in World History and Culture" program.
- **Mineral collection:** The board does not have any past minutes that tell us if there are any restrictions on the mineral collection gift or as to what the donor's intent was. Ruslyn Vear is checking family members in the area to try and ascertain the spirit of intent of the gift.

Tom Mortimer, who brought the existence of the collection to the board's attention, had seen a note in the Cabinet about the donation of the collection back in 3/1988. At the time he offered to provide a display/storage cabinet to house the collection. The cabinet proposed by Tom would allow 10 -15% of the collection to be displayed with the remaining collection stored in drawers, allowing pieces to be rotated into the display periodically.

In 1988 the collection was unofficially appraised for \$5000. Tom thinks it could be worth \$10 – \$15K today. It consists of several hundred specimens, some of which are good size. Other collections of this nature include the Woodman Institute in Dover, which is considered the best collection in NH. Tom's personal collection is on display at the Christa McAuliffe Space Center in Concord.

The board briefly discussed where would be the best place to store and display the collection. Due to space constraints in the library, the general opinion was that a permanent display at the library was not practical. Tom suggested that the PMEC might be an appropriate place to house and display the collection. He felt that a school may not provide the collection with the best care. He felt it would be nice to have a person responsible for maintaining/overseeing the collection.

Options discussed: Keep the collection in the community on display at the library, at PMEC, elsewhere? Sell it? The issue was tabled until more information from Ruslyn could be presented before the board. Tom agreed to continue to consult on this project.

- **Collection:** The weeding project this past month focused on the magazine collection.
- **Staff:** Amy presented the following amendment to be added to the Amherst Town Library Personnel Policy Manual to address the pro-rating of vacation time when moving from a part time position to a full time position.
"5. In section 303 Vacation Benefits, regular part-time employees who become full-time will have their "length of eligible service" pro-rated according to the average number of hours they have worked as a regular part time employee. (Ex. A 20 hour/ week employee, who worked for the Library for 10 years and was then made full-time, would accrue vacation at the level of 5 years of eligible service.)"
Kathy moved to accept the amendment, Nancy Head seconded, and the motion was unanimously approved.
- **Friends of the Library:** The appreciation luncheon is scheduled for April 15 11:00am to 1:00pm.

TREASURER'S REPORT:

Expenses are as expected. The Vanguard account is making better interest than others. We are earning good returns on Trust Funds as well.

Renovation funding:

According to Peter Bergin, Trustee of the Trust Funds, in order to request funds from the Building Capital Reserve Fund we must supply a list the renovation categories, vendor and estimate or final bill. Bill will check the exact wording of the Building Capital Reserve Fund to ascertain if the Board of Selectmen must also approve the spending.

The Space Planning Committee presented the following invoices and estimates:

- Amherst Painting final invoice: \$14,635.00
- Geodecke carpeting: \$40,308.00 (Amy will request \$20K from the Concentration account for down payment)
- Boisvert Electrical work (estimate): \$29,000.00
- Furniture: (estimate) \$40,000

Bill made a motion that \$125K be withdrawn from the Building Capital Reserve Fund to be split between the painting, carpet, electrical, furniture projects as outlined above. Nancy Head seconded and the motion was unanimously approved.

Gifts:

- \$327.50 from NH Humanities Council for the "Comics in World History and Culture" program
 - \$200.00 from Ann Logan in memory of Janet Head
- Kathy moved to approve the gifts, Robin seconded and the motion was unanimously approved.

TRUSTEE REPORTS:

Space Planning:

Nancy H. moved to approve the painting invoice of \$14,635. Ted seconded and the motion was unanimously approved.

Ted moved to approve the final proposal for the carpet: \$40,308.00. Bill seconded and the motion was unanimously approved.

A lighting estimate and suggested fixture proposal from Boisvert Electrical was reviewed. PSNH rebates are available for energy efficient fixtures. The board needs to agree on fixture style and would like to review additional styles before placing an order.

Ted will get a separate quote for the floor outlets (without lights) in order to move ahead with the carpeting schedule, etc.

Tucker Furniture is coming in next week to present a furniture layout for main entry room. Do we need more floor outlets?

OLD BUSINESS: There was no old business.

NEW BUSINESS:

Orientation of Trustees

- Amy will put together notebook, get keys to Kim and Nancy Head, and will prepare a new contact list for board.

Alternates:

A motion to request the BOS to appoint Dick Martini to be an alternate was proposed by Bill, seconded by Robin and was unanimously approved.

The Meeting was adjourned at 8:13 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

The next meeting is April 21 at 6:00 PM.

DATES TO REMEMBER:

Trivia Night 3/27