

Minutes of the Amherst Town Library Trustee Meeting  
April 20, 2015

The meeting was called to order at 6:00 PM by Nancy Baker. Also attending were Kathy Brundage, William Cassidy, Robin Julian, Kimberly Ayers, Nancy Head, Alternates Rande Neukam, Steve Mantius and Acting Library Director Sarah Leonardi.

The minutes of the March meeting were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

- **Statistics:** The Collection items added/items withdrawn numbers this month include all Overdrive items not just Amherst Town Library items. Sarah is still trying to work out a way to minimize the skewed results which has resulted from the Overdrive integration. One big issue is that Overdrive cannot yet separate material types, e.g. books from magazines.  
The door counter was not working again for March so there is no data on number of visitors.
- **Programming:** Last adult program for the season is "Cooking with Chocolate" with Liz Babour.  
Upcoming programs:  
April Vacation Week activities  
3D Printing workshops  
Languages in the library: French and Spanish  
Summer Reading Program will run June 15 – August 7. Themes are:
  - Children: *Every Hero Has a Story*
  - Teens: *Unmask!*
  - Adults: *Minds Wide Awake*
- **NHSL:** NHU-PAC Interlibrary Loan server was down from March 24-30 causing some issues.
- **GMILCS:** The Board is discussing changing the name of the consortium as the current name is no longer relevant. They would also like to have a new logo that patrons will associate with the service. Suggested ideas: "Granite Library Consortium", "Granite Libraries Connect", and "Granite Libraries".
- **Town:** The Selectmen officially appointed Dick Martini, Rande Neukam, and Steve Mantius as alternates.
- **Equipment:** The library will open the patio door to the backyard garden from May 1<sup>st</sup>.
- **Personnel:** Jane Martina, a former Amherst Town Library page, will work with Ruslyn as an intern as part of completing her history major at Colby Sawyer College. She will work on inventorying the local history materials and perhaps digitizing it.  
Ted asked if there is any policy regarding paying interns. Sarah will look into state laws regarding interns at libraries. The initial discussion with Jane was that this would be an unpaid internship.

Robin mentioned that it would be good to have a disaster plan for the archives items. We need to have a better understanding of what needs to be saved, etc.

Page applications have been a bit low (only 4) so Sarah plans to extend the application deadline at bit.

- **Collection:** The Garden Club donated a book on English Gardens in memory of Janet Sevier.

Digital Magazines were added to Overdrive. We own 45 of the titles. Group libraries were charged \$75/library to get it started.

- **Technology:** Sarah and Kim met with a Comcast Business representative to research faster Internet access prices. Our current connection for the staff is too slow and is impacting staff productivity. The Comcast Salesperson, Brian Applegate, said that he could save us a substantial amount of money, even if we upgraded both the staff and public networks. We are still trying to verify with the GMILCS technology person as to what type of collection is required to meet our catalog needs.

The six new laptops purchased with the Bean Foundation grant have been set up. Angela is in the process of cataloging them so they can start circulating to patrons within the building.

- **Friends of the Library:** The Student Art Show Reception is May 10<sup>th</sup> from 2- 4.

#### **TREASURER'S REPORT:**

Progress has been made towards reconciliation of numbers between the town and library's new consolidated statement format. The main change is that Amy has been keeping a gross figure whereas the town keeps a net figure. Bill suggests that from next month will keep both. From next month the figures should be in line.

Expenses YTD are on target.

The money invested in Vanguard never got allocated to individual accounts. This will be fixed this month.

There is \$14,555 left in the Building Capital Reserve Fund. Some furniture and window treatments still need to be purchased.

Steve suggested that we meet with the Trustees of the Trust Fund and find out how the library funds are invested, etc. Ted, Bill and Steve will set up a meeting.

**Gifts:** Robin moved to accept the handmade book with paper butterflies from Joan Poltack of Garden Club. Kathy seconded and the motion was unanimously approved.

John Folger for Folger Technologies has offered the library one of his 3D printers. This printer has advantages over our current 3D printers including (1) bigger print bed and print size, (2) cheaper filament costs, (3) wider selection of print filament types, (4) open source software offering more design freedom and granular controls of a print.

Bill pointed out that with each new machine comes with new support responsibilities so we should take this into consideration.

Nancy B. commented that we should clarify Mr. Folger's expectations from the library in exchange for the donation, e.g. would he want a sign, a news release, a tax receipt, etc. Nancy H. who was at the meeting with John when he offered the machine pointed out that John had had no stipulations regarding the gift. Kim said it would be nice to at least give the tax receipt and press release.

### **TRUSTEE REPORTS:**

**Building and Grounds:** nothing to report

**Technology:** see Comcast Business Internet above.

### **OLD BUSINESS:**

**3D Printing Policy:** Nancy B. drafted a policy based on a review of policies currently in place at various public and academic libraries. She took clauses that were standard in all other policies and added clauses that addressed our specific requirements. The Policy is set to be reviewed in six months.

The 3D Printing Policy will be integrated into existing library policies as an extension of current policy.

Nancy H. wondered if this document should be reviewed by Town Legal. Nancy B. said that they town wants to limit use of the town councilor's hours and all requests must first go through the Selectmen. Nancy B suggested we should use our draft policy, and then take it to legal after the six month review.

Bill moved to accept the proposed 3D Printer policy. Kim second. The motion was passed unanimously.

Nancy H. has prepared a Volunteer policy draft for the 3D Printer Initiative only. This will also be reviewed in six months. Some changes to the document were proposed document. Bill moved to accept the amended Volunteer Policy. Ted seconded. The motion was unanimously approved.

The Board needs to also set pricing for the 3D prints. This will be as an appendix to the 3D Printer Policy the same way pricing for copies (color vs. b&w) are set in appendix of the general Library Policy. Kim will research price per gram that we are paying for the Cubify filament. 3D Systems does not publically disclose the amount of filament in each cartridge.

We need to make sure the staff and volunteers are all aware of the new policies. Copies need to be given to Trustees, added to the staff policy book and uploaded to the website.

**Lighting:** The Board should revisit this topic again in the next couple of months to see if there are any new alternatives available on the market. Updating the lights in the Boardman room may be more manageable than replacing the lollipops. The lighting in the Archives Room is not so good either. The goal is to find an aesthetically appropriate and energy efficient lighting fixture. Currently there are only a limited range of wattages available for LEDs, limiting choices.

**Furniture:** new fabric looks fine, but new staff member at supplier, so it will take a few more days to get a new quote.

## **NEW BUSINESS**

**Renaming the Archives Room:** Since this room is no longer used for archives but as a meeting room perhaps we should change the name. Should we use this as a fund raising opportunity? Nancy B. asked us all to think about it.

**Trustee email accounts:** Trustees now have official Amherst Library emails. Format: [Firstinitial.lastname@amherstlibrary.org](mailto:Firstinitial.lastname@amherstlibrary.org). These are useful for official library correspondence, etc. Sarah will set it up so these addresses will automatically be forwarded to our personal email accounts.

The Meeting was adjourned at 7:50 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

**Next scheduled meeting: Wednesday, May 20<sup>th</sup>, 2015**

**DATES TO REMEMBER: FOL Student Art Show Reception May**

*The meeting minutes were unanimously approved on May 20, 2015.*