

Minutes of the Amherst Town Library Trustee Meeting
August 10, 2015

The meeting was called to order at 6:06 PM by Nancy Baker. Also attending were Robin Julian, Kathy Brundage, Bill Cassidy, Nancy Head, Ted Kranz, Kimberly Ayers, Alternates Steve Mantius, Dick Martini, Rande Neukam and Library Director Amy Lapointe.

The minutes of the June meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Circulation is down, though programming is up. New patrons were down about 25%. Digital media circulation was down. Amy still needs to estimate numbers for the months (Nov & Dec 2014, Jan & Feb 2015) that they door counter was down.
- **Summer Reading:** ADULTS: More adults attended programs this summer compared to last. We had great feedback on the programs from the patrons. KIDS: Kids program – fewer kids (down about 7%) enrolled. Is this consistent with the decline in school enrolment? 25% of kids who signed up completed the program (e.g. completed the booklet which required a minimum of 20 minutes of reading a day for 6 weeks). The group read a total of 8599. Program highlights: Local heroes (Police, Fireman) came to visit. Evening program featuring a Juggler was held upstairs. It attracted older (7-9 year old) kids. The finale ice cream social was a hit, with “Superman” visiting. TEENS: Participation in the teen program increased over last year. Focus was on mostly craft programs, each of which filled, some ending up with waiting lists. The teens reported reading more books this year too.
- **Programming:** Ruslyn is planning the Fall programming line-up. The library will mail a paper newsletter with all the adult programs. Amy is considering mailing a separate post card for 3D Printing activities.
- **Town:** Discussed the Town Budget Calendar. The Library is on the calendar for Sept. 28th. The Trustees will organize a sub-committee to create a budget to discuss by the 9/21 meeting. We will discuss the Strategic Plan on THU 9/3 at 8:30am to noon. Get input from staff and Friends from 8:30 to 9:30am. Nancy B. and Nancy H. will set up framework for input, send out questions and agenda ahead of time.
Town is updating their website and will hire a website design company to do the job.
- **Building:** Jim O'Mara told Amy that there is a generator available if the library wanted it. This would require a 4x10 concrete pad, would need a structure to house it and the propane tank would need to be buried. The board was worried about the space. In the past 15 years the library has only had to close due to lack of power for no more than a day at time. Kathy thought we should let another town department to have the generator. The Trustees declined the offer.
- **Fence:** Patrick Jones, new neighbor, spoke with Ted about replacing and extending the fence in the back garden. He would like a cedar fence; he offered to pay for half of the cost and to do the installation. He is scheduled to go before

the Historic Commission on Sept. 17. Ted will check with the town to check the plot lines. We also need to ascertain if the dead tree is on our land or his.

- **Personnel:** Amy proposed we hire Michelle Donoghue for the new position of book keeper averaging 6 hours per week. Kathy made a motion, Robin seconded and the motion was unanimously approved.

Engagement with Staff: Amy suggested we planned periodic meetings with an agenda.

It is time for Amy's annual review. Nancy B. will work on this between now and the next board meeting. She will speak with staff, other department directors and asked the Trustees for their input as well.

- **Technology:** The laptops purchased with the Bean Foundation grant are now circulating whenever they are not reserved for 3D Printing workshops. The staff created guidelines. Main points are (1) laptops are only available to Amherst Town Library patrons. (2) General liability for damage/loss is made clear (3) check out time is limited to 4 hours. These guidelines are displayed on the start-up screen of each laptop.

Kim shall send status update the Bean Foundation on activities to date.

Library Internet and phone are running on Comcast now.

- **Test Proctoring:** For distance learning and correspondence courses, the library provides exam proctoring services. Ruslyn suggests we add a Library Proctoring Policy to formalize our offering. Robin moved that we accept the amended version of the Policy document, Bill seconded and the motion was unanimously approved.
- **Meeting room policy:** Some folks have been using the meeting rooms as a "home base" to make campaign calls. This is happening at other libraries as well. Can't ban anyone religious or political use. But is canvassing OK? Lawyers in other towns are being consulted.
- **Friends of the Library:** Cheryl Forster is now the new Chair. Stephanie Tannariello, Vice Chair. The group wants to offer a "perk" to entice folks to join the Friends. Cheryl suggested waiving overdue book fines for members for a set period. The Board decided that they had no objection, but the FOL will need to work on the logistics.
- **Dates:** Regular hours start after Labor Day
- **Conferences:** THU 10/15 NHLTA trustee orientation workshop, NELA conference 10/25-27. Preliminary schedule online at <http://conference2015.nelib.org>. Early bird registration deadline is 9/1.

TREASURER'S REPORT:

June report: over budget. There were some invoices that the town paid that should be paid from the Trustees funds.

July report: in good shape

Bill, Ted and Steve met with Trustees of Trust Fund to discuss trusts held by them for the benefit of the library. Each account has specific criteria for use. The Day account has accrued \$22K worth of interest, and there are no reservations on how the money can be spent. However the trustees must designate specific utilizations for the funds before they are released.

Lisa at Town Hall would like to close out the Building Capital Reserve Fund (had the original \$125K for renovations). The remaining balance is \$9, 582.14. Outstanding bills include carpenter for custom work, Langley \$340 for installation of window treatments.

Gifts: \$250 from NH Humanities council which covered the Harriet Tubman's Civil war program. \$100 from an individual, \$1,151.15 from Friends of the Library towards TV & mount, chair, and canopy.

Kathy moved we accepted the gifts, Ted seconded and the motion was unanimously approved.

TRUSTEE REPORTS:

Boardman Concert: Best dates are Nov. 1 or Nov 8.

Buildings and Grounds: New chairs are in the Boardman room.

OLD BUSINESS:

3D printing: We should think of a way to thank the volunteers officially. Perhaps 3D printed medals with Amherst Library Logo?

- ✓ On the 4th of July we had a booth on the Amherst Village Green. It was well attended and even Governor Hassan came by to talk with us about 3D Printing.
- ✓ We are reaching out to Souhegan High School to find 1- 2 students to do their senior project(s) on 3D Printing. They would be in charge of learning the more complex but more versatile Rabbit printer. They will then educate the volunteers.
- ✓ We are in the process of finalizing the CAD modeling workshop which will introduce basic design tools of 123D Design. We are planning to have students build a light switch plate.
- ✓ We are meeting with Destination Imagination Amherst to have that group take an Intro to 3D Printing workshop and maybe later a design workshop.
- ✓ We are in discussions with George Bower about designing a custom medal for the Joe English Trail Challenge held in May. They are fellow Bean Foundation grant recipients so it would be a good success story.
- ✓ We are reaching out to other 3D Printer enabled libraries to share best practices, implementation ideas, and perhaps to offer outreach to smaller libraries in NH.
- ✓ In the process of putting together a "road show" to demo 3D Printing to other libraries in the state.

Space Planning: nothing new to report

NEW BUSINESS:

Strategizing session: See above.

Mineral Collection: Display case minerals for the cross promotion/announcement of the display at PMEC will be September. The installation will be Sept. Tue 1st. Nancy B. will ask Tom Mortimer to select and arrange the specimens.

Trustee Talk by Terry Knowles excerpts (thanks Kathy!):

- ✓ Town insurance does not cover alcohol on library property
- ✓ Keep a public book of email or telephone business

- ✓ Library trustees cannot turn over to the Trustee of Trust funds to manage.
- ✓ Building is town responsibility, not library.
- ✓ Library funds are only for the direct benefit of the library and cannot be used for flowers for sick person, etc.

The Meeting was adjourned at 8:38PM.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: Sept 21st, 2015

DATES TO REMEMBER:

Strategic Plan Discussion on THU 9/3 at 8:30am to noon

Friends of the Library Book Sale: Saturday, Sept 19th Book Sale 8:00am – 3:00pm

Book Sale set up: THU 3:30 – 6pm book moving, FRI, 9am – 1pm book organizing

These minutes were unanimously approved at the September 21, 2015 meeting.