

Minutes of the Amherst Town Library Trustee Meeting
September 21, 2015

The meeting was called to order at 6:05 PM by Nancy Baker. Also attending were Robin Julian, Kathy Brundage, Bill Cassidy, Kimberly Ayers, Alternates Rande Neukam and Library Director Amy Lapointe.

The minutes of the August meeting were unanimously approved.

The minutes of the Special Meeting: Strategizing session from September 3rd were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** August is always a quiet month in terms of circulation. Not many programs are held in August either.
- **Programming:** Adult programs are booked through spring. The print newsletter is drafted and will go out soon. Juvenile programs include story times, monthly come and build, book club, and Minecraft club.
- **Friends of the Library:** The book sale grossed \$8152.90 on Sat. book sale. Of this \$605 was from membership dues, \$1,697 was from Vick's "special" books. The FOL want to go ahead with an amnesty period for 2 weeks in January as a benefit for Friends members.
- **Bank Marketing:** Amy went to NHLTA Board meeting presentation "What Does a Bank Marketing Guy Know About Libraries" given by David Blake. Banks are facing similar issues as libraries. Bank marketing uses data collection on customer segments and markets these insights to banks. Mr. Blake is working with Peterborough to see if this technique can also be applied to libraries. It would be possible to purchase data to look at different segments of the population and how they are using the library. This would help libraries to grow by reaching non-users as well as existing users. He might come and speak at NHTLA or NHLA.

TREASURER'S REPORT:

We pay 90% of automated library system up front so this distorts the monthly number. Vanguard as of 6/30 was \$82K, now at \$80K. Not bad considering the current market turmoil.

Gifts: none

TRUSTEE REPORTS:

- **Boardman Concert:** Sunday, November 8th at 5pm. Will set up at noon. Performers are Egle Jarkova, violin and Rui Urayama, piano.
- **Building and Grounds:** The Trustees did a walk around the building and pointed out some maintenance issues: Trees, roof tiles, lights and wiring out front, etc. Ted has spoken to Perry at DPW and Perry has inspected the issues himself. We also looked at the fence. The town is having the library property surveyed to confirm that the trees that need to be removed are indeed on library property. The lot line with the fence will also be evaluated. The board concurred that we need to be proactive instead of reactive

regarding ongoing maintenance of the building. It was decided that the board would prepare a document outlining maintenance and a proposed schedule. We will then meet with Bruce at DPW to get feedback on format. The board also plans to prepare a building disaster preparedness plan.

OLD BUSINESS:

3D printing: Kim is scheduling 6 workshops for fall. We are introducing a new workshop: Design a Snowflake using 123D Design. There is still strong interest in the Intro to 3D Printing workshops and Kim needs to schedule a couple more.

Many of the initial workshop volunteers have lost interest or lack time so we are a bit shorthanded. Kim plans to recruit a few new volunteers.

Amy asked for an estimate of: training time, time spent running workshops, time spend by volunteers.

Space Planning: nothing new to report

NEW BUSINESS:

Fence: Nancy went to the 9/17 meeting with HDC. Patrick Jones didn't show up. Nancy reported that the Trustees had no objection to the design. Robin said we should get other estimates since we are expending public funds. With the design and specifications we could get quotes from Home Depot, Lowes, & Currier. Next step: Get exactly in writing the fence proposal in order to get additional quotes. We will also have lot line assessment.

Strategic Plan: The board reviewed the Strategic Plan document, made a few edits, and approved it for presentation on MON September 28 at the Board of Selectmen meeting.

2016 – 2017 Budget Preparation: Amy will estimate cost increases based on items outlined in the strategic plan and incorporate into the 2016-17 budget proposal. Line items expected to increase include staff training, research (public surveys), etc.

RSA 202 A:15 – Public Librarian; Qualification and Tenure: The Amherst Town Library does not currently have a Term of Office contract with Amy Lapointe. We need to comply with this legally.

The Meeting was adjourned at 8:20pm.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: October 18, 2015

DATES TO REMEMBER:

Monday, October 12, library is closed for Columbus Day

Thursday, October 15, NHLTA trustee orientation workshop

October 25 – 27, NELA conference

The September 21, 2015 meeting minutes were unanimously approved on 10/18/2015.