

Minutes of the Amherst Town Library Trustee Meeting  
October 19, 2015

The meeting was called to order at 6:03 PM by Nancy Baker. Also attending were Kathy Brundage, Bill Cassidy, Ted Kranz, Kimberly Ayers, Nancy Head, Alternates Rande Neukam, Steve Mantius, Dick Martini and Library Director Amy Lapointe.

Guests: Patrick and Nicole Jones

The minutes of the September meeting were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

**Statistics:**

Door count is down. September attendance was especially poor.

3-6 year old story times are down a bit this Fall. The staff is still trying to ascertain why that is: Time of day? Conflict with preschool? Other?

Amy tried new ways of looking at the circulation data. She compared circulation by books checked out via the circulation desk vs. self-check out vs. ebooks. While ebooks is a very small percentage of total circulation, unique users for ebooks is not much different. Ebook users don't check out as many physical books. This is due to the fact that patrons can only check out 3 ebooks at a time. Patrons are allowed to check out an unlimited amount of print books.

**Programming:**

Tonight: Painting party with Kevin Dadoly. The waiting list was 3 times what we could accommodate. The library will try to schedule another session.

- Weekly 3D printing workshops, including design a snowflake
- Oct. 28: A Supernatural Evening – also oversubscribed.
- Nov. 11: Songs and Stories from the War Years
- In the Children's Room:
- Story times, book clubs, come and build programs are ongoing.
- Minecraft
- Halloween dance party with Steve Blunt
- Music in the hallway with piano students

Milk jug skeleton: CANCELLED. While popular last couple years but only 2 people signed up this year.

Storytime attendance for 3-6 year olds is down but the story time for babies is still going strong.

**Newsletter:**

The Fall program newsletter was mailed to households in Amherst.

The email newsletter is now in a more mobile friendly format. Our statistics show that more and more people are accessing this via mobile device.

**Network:**

Installed firewall: SonicWall. The way we were separating public and private networks violated network GMILCS security policy. Now GMILCS is working

Need upgrade to address wifi in the building to address dead zones. Next technology upgrade.

**Strategic Plan:**

Technology training – using monthly staff meetings for technology training. Most meetings are informational, so is planning on moving updates to electronic

OCT: Overdrive platform training from Librarian from the State (free)

NOV: 3M platform

DEC: ebooks problem flowchart

Thinking about getting devices for each of the staff to use, take home to practice with.

Download ebooks, access staff documents, etc.

Publicize that we are training staff on the devices. Put in the newsletter, put up signs.

Polaris Staff Client is going towards cloud. Can check out books, etc. from tablets in the future.

NEDCC proposal: [North East Document Conservation Commission of Andover](http://www.amherstlibrary.org/community-services/blog/historical-highlight-11), MA has quoted \$900 to digitize the Franklin Society document. (More information on this document can be found at <http://www.amherstlibrary.org/community-services/blog/historical-highlight-11>). In addition to the digitization of the pages NEDCC recommends transcription of the content of the pages. This would make the content searchable. The proposed format would include a screen image on one side, with the transcription on the other side. NEDCC typically uses volunteers to do this. Digitization is only the first step. There also needs to be platform to make it accessible. Ruslyn is researching platforms.

Amy recommends we go ahead with the digitization for \$900 and then work on bringing other organizations to help pay for the platform. The digitization fee will come out of the library budget.

**Inventory of Archives:**

It is estimated that it will take an additional 200 hours for Jane Martini to finish inventory of the archives collection. At her hourly rate of \$11.50 the total cost will be \$2300. It was agreed that this was a worthwhile task to undertake.

**Professional development:**

Lead the Change – Transform your stacks to drive circulation. Speaker that Amy and Sarah L. attended. Books are our brand. Curated collection. Self-publishing, etc. so we only buy a very small piece of what is published. Talk about how we recommend things to people, how we get books into people's hands. Have a bunch of new ideas on how to change the stacks: display spaces, comfortable seating in the stacks, etc. Keeping momentum on space updating. Friends also have a lot of money to spend and would be willing to help. Observing when and how people are using the library. What types of activities in different spaces.

NELA conference – Oct. 25-27: several staff members and a few trustees

Carol Roberts, former Wilton Library Director, now State Rep attended Hillstown

**2016 Holidays/ closed days:**

SEE attached schedule in Appendix 2.

Bill made a motion to accept the 2016 Holiday/Closed days schedule as submitted by Amy. Nancy H. seconded and the motion was unanimously approved.

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

We are currently at 26.5% of spending. This is good since we have spent the full amount on the library automation system ahead of time so we are actually ahead.

Investments: Vanguard is down but as the stock market has gone down this is not surprising. The Real Estate Trust has done the best.

Trustee of the Trust Funds: there is \$40K accrued interest which we can use. Each fund has its own designated purpose and we need to get a detailed accounting of each before spending. There are still funds in the capital reserve fund. This can be used to pay for the fence.

Question by Steve: Why is the benefits line at 28% for the year while wages are at 25%? No one had the answer. We will keep an eye on this over the next few months.

**Gifts:** none

### **TRUSTEE REPORTS:**

- **Boardman Concert:** Sunday, November 8<sup>th</sup> at 5pm. Sign up list for refreshments was sent around. Set up is at noon. Tickets are available at the circulation desk.
- **Building and Grounds:** Ted and Amy met with Bruce Berry and went over our list of maintenance items below. Perry Day has a copy of the list and is working on it.
  - Roof – Most of the areas missing shingles appeared to have a sufficient under layer that they can function until replacement next spring. Requested that DPW schedule for spring next year. DPW will replace with asphalt shingles on the new part of the building.
  - Soffit painting - requested that DPW replace the part by the walk way this year if possible. Other sides show but are not peeling.
  - Roof edge wood - Deterioration of one place in front where snow diversion channels water above the old door. Similar situation on the west side of the shingle roof.
  - Seal problem on the horizontal windows to the basement - DPW will evaluate whether they need to be released or replaced.
  - Recessed lighting walk way soffit - try LEDs or at least one in effort to get longer life
  - Trim/remove trees along East and South sides. Should be done this fall if possible.
  - The ivy in front needs trimming - will discuss with Marty Warren, Garden Club

### **OLD BUSINESS:**

#### **2016-2017 Budget**

The strategic plan presentation at BOS meeting went well.

Town hall is providing standardized spreadsheets for each dept. These numbers are just the town portion and do not include items paid by Trustee funds. Gray indicates global assumptions for all town departments. Categories/lines defined by town don't always sync

up with our budget line items. Amy would like to combine all lines highlighted in green. The down side is that this will make comparing to historical data more difficult. However it makes much more sense logistically. The total of all green highlighted items is \$91,069.75. Amy would like to increase this total by 3% or about \$2700.

Amy wants to combine “coop services” (dues to Hillstown coop) with “dues” line. There is no reason for this to have its own line.

**Proposed increases**

Custodian: 10% increase; more windows washing, clean out lighting fixtures, take better care of facility

Computer: increase of 5% (\$500); need a robust network.

Programs and meetings: increase of 5% (\$500); our growth area.

Bill moved that we accept Amy’s budget proposal for FY17. Ted seconded. The motion was unanimously approved.

In November there will be a budget subcommittee meeting.

**Fence/Building exterior needs**

Patrick and Nicole Jones discussed the rear fence between their property and the library’s. In addition to replacing the existing fence the Jones’ would like to extend it for added privacy. They would pay for the extension but would like the library to pay for replacing the existing fence.

Patrick got a second quote from Gate City Fence for \$3100 for 94 linear feet installed for 6’ raw cedar panels and posts. The verbal quote was for the Concord style fence. Patrick will handle fence demo and disposal. This is cheaper than the earlier quote for just materials.

Patrick will get a written proposal from Gate City (SEE attached Appendix 1) with a breakdown of cost to replace existing fence separate from cost to extend the fence.

Ted made a motion to spend up to \$3000 to replace the existing portion of the fence. Bill seconded and the motion was unanimously approved.

**3D printer project: Review of policy for use**

No need to address at this time.

**NEW BUSINESS:**

**Library Director Annual Review**

The review process was basically the same as last year.

Nancy B. met with three department heads: Sarah Leonardi, Ruslyn Vear and Sarah Hydorn. In addition to a general discussion, she also got feedback on the space planning and how things went during Amy’s maternity leave.

The department heads appreciated the time we took to get their feedback and had very useful insights. Afterwards Nancy met with Amy to talk about the review.

An area of improvement highlighted by the trustees was having Amy get out of her office and interact with the patrons and community more. Once Amy is no longer involved in the state library duties will be able to do that.

**SHS 3D Printing report**

Kim reported on the presentation she gave at SHS on 3D printing. The main objectives of the outreach was to (1) get some high school kids to volunteer to help with workshops and print lab sessions and (2) have a couple pf kids master the Rabbit and the scanner and then teach us. There were 10 kids and 5 teachers that attended the session put together by Maggie Paul. She will let us know which kids are interested in moving forward.

The Meeting was adjourned at 8:15pm.

Respectfully submitted,

Kimberly Ayers, Secretary

**Next scheduled meeting: November 16, 2015**

**DATES TO REMEMBER:**

**October 25 – 27:** NELA conference

**November 7:** Boardman Concert

*The October 19, 2015 meeting minutes were unanimously approved on November 16, 2015.*

# Appendix 1: Fence Quote



QUALITY INSTALLATIONS SINCE 1947  
11 LEDGE STREET  
NASHUA, NEW HAMPSHIRE 03060  
PHONE: (603) 883-3217 FAX: (603) 882-0616  
WWW.GATECITYFENCE.COM

OCT. 23, 2015  
DATE OF ESTIMATE:

PROPOSAL SUBMITTED TO:

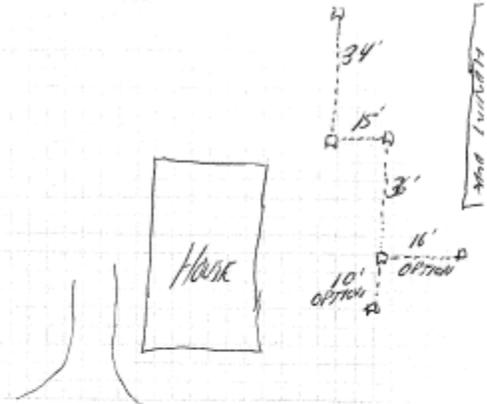
NAME: PATRICK JONES

STREET: 115 BOSTON POST RD

CITY, STATE, ZIP: AMHERST

FAX / CELLULAR / MOBILE: 412-414-2427

HOME PHONE / WORK PHONE:



We hereby submit specifications and estimates for:

6' TALL #1 CEDAR BOARD FENCE STYLE CONCORD  
1"X4" BOARDS, 2"X4" BACKING RAILS, 2"X3" DARTO PANEL  
CAP, 5"X5" BEVEL TOP POSTS  
34'+15'+36' = 85' TOTAL = \$2,775.00

OPTION 16'-6" CONCORD = \$500.00  
turn left to define area for...

OPTION 10'-6" CONCORD = \$325.00  
Patrick's property extension...  
line out on 2nd party to go around tree

TAKE DOWN OLD FENCE AND HAUL AWAY \$150.00  
ADD 150.00  
Patrick would not want to sell

Terms & Conditions (Additional terms & condition are located on the reverse side hereof): All material is guaranteed to be as specified. All work completed according to specifications. Any deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire and other necessary insurance. Our workers are fully covered by Workers Compensation and Liability Insurance. Service charge on overdue amounts equal to 18% per year. Additional charge for ledge pins: First one \$ 125.00 - any additional \$ 85.00 each. Price quote valid for 45 days from date of estimate.

FEE: \_\_\_\_\_ dollars (\$)

ACCEPTANCE OF PROPOSAL: \_\_\_\_\_  
The foregoing prices, specifications and conditions are

ACCEPTANCE DATE: \_\_\_\_\_  
*Patrick Jones*

## APPENDIX 2: Holiday & Closed Days

### 2016

New Year's Day	Fri. Jan. 1
MLK Day	Mon. Jan. 18
President's Day	Mon. Feb. 15
Easter	*Sun. March 27
Memorial Day Weekend	*Sat. May 28 *Sun. May 29 Mon. May 30
Independence Day	*Sat. July 2 *Sun. July 3 Mon. July 4
Summer Sundays	* June 19, June 26, July 3, July 10, July 17, July 24, July 31, Aug. 7, Aug. 14, Aug. 21, Aug. 28
Labor Day weekend	*Sat. Sept. 3 *Sun. Sept. 4 Mon. Sept. 5
Columbus Day	Mon. Oct. 10
Veterans' Day	Fri. Nov. 11
Thanksgiving	*Wed. Nov. 23 (close at 5pm) Thurs. Nov. 24
Day after Thanksgiving	Fri. Nov. 25
Christmas	*Sat. Dec. 24 *Sun. Dec. 25 Mon. Dec. 26
New Year's Eve	Sat. Dec. 31 (close at 3pm)

\* closed days/ early closure, but not paid holidays

All staff who work 20 or more hours/ week should receive 11 paid holidays. If you are not scheduled to work on a holiday, you may take it at another time as a "floating holiday" or, if you are part-time, you will get paid for that day and your time card will reflect more hours than you typically work.

On weeks with closed days which are not paid holidays (ex. Sat. & Sun. of Memorial Day weekend), staff should work a "non-weekend" schedule. (For instance, if you typically take a weekday off when you work a weekend day, you should not plan on doing so during that week even if it would have been your turn in the rotation.)

Approved by LBOT 10/19/15