

Minutes of the Amherst Town Library Trustee Meeting
November 16, 2015

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

Guests: none

The minutes of the October meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: New patrons are up for the current month and for the year to date. Door count is down. An *active patron* is defined as someone with a non-expired card that has been used at least once in the past 3 years. *Per capita circulation* is the total circulation that month divided by the town population according to most recent census data. Digital media circulation continues to grow, as expected.

Programming:

- The *Food for Fines* program (usually held the first 2 weeks in November) wrapped up. It seems that fewer people gave this year.
- “1000 Books Before Kindergarten” books and display were placed in the last bay of the Parent Resource collection shelf. The library is not actively promoting this program the way we do the Summer Reading Program. Rather the library will have materials and suggested reading lists available. Not everyone wants to check off a list. The staff will support those who want to follow the program.
- There is a new Teen Art Display in the Teen Book Section located high on the back wall. Sarah H. is working with art teachers from AMS and SHS to get student art to display in this space.

Network:

- There had been various quirks and speed issues after installing new firewall. It was discovered that cause was due to some of electrical wiring in the walls being done incorrectly. It has been fixed.

Collection:

- The staff got a demo of *Freegal* (downloadable and streaming music service). The feeling is that it is expensive and does not offer that much content.
- The Franklin Society Book has been digitized but not transcribed. It is available for viewing on computers in the library, but not on a platform that would allow outside access.

Building/Space:

- The trees have been removed including the ones by the parking lot. Most of the trees on the left side of the library which we wanted to remove were on the neighbors' property.
- LED lights have been installed in the soffit.
- The staff is discussing plans for introducing some quiet seating in the stacks. They will increase the display space in the stacks and make these areas more appealing.

- Amy purchased 33 new stacking chairs with rolling dollies for mezzanine. They will be stored in the mezzanine closet. The existing ones were unwieldy.
- We are getting quotes for a little café area overlooking the patio. The Friends of the Library have expressed interest in funding this.

Professional development:

- 5 staff and 3 trustees attended the NELA conference. Becky Bolin and Sara Martina were first-time conference attendees and both came back inspired with many ideas.

Technology Training:

- Went over Overdrive with staff
- RefUSA (most used database by marketers, business people) vendor came and trained the staff.
- Set up webinars, using the big TV in the Archives Room, for Ebsco Explora & Novelist. Have invited the Town to use the room/TV for webinars on Financial Package training.

Friends:

- A coupon for “fine forgiveness” went out in the most recent newsletter. Conditions are (a) value up to \$15, (b) one-time use, (c) cannot be used for lost books.

TREASURER’S REPORT:

Expenditure/Income report - Everything is on target.

Need to make it a goal to get some of the Trustees of the Trust Funds interest into our spending account for books, etc. Ted, Bill and Steve will meet to discuss a strategy as to what we will use the money for.

Gifts: \$50 from Red Carter – in appreciation for the ebook service. Kathy moved we accept the gift, Nancy H. seconded and the motion was unanimously approved.

\$100 from Marguerite Boardman was also received but not mentioned initially. Kathy amended the motion to add the acceptance of the gift from Mrs. Boardman. Robin seconded and the motion was unanimously approved.

TRUSTEE REPORTS:

- **Program:** The Boardman concert went really well. We received much positive feedback from the patrons.
- **Building and Grounds:** DPW Director has the list of items needing attention. The tree removal is done. The other items will be taken care of next spring.
- **Fence:** SEE Appendix 1 for Gate City Fencing Invoice.

We received an invoice for the fence work. Gate City Fence separated the work into two bills; the portion to be paid by the library and the portion to be paid by Patrick and Nicole Jones. The quoted 36’ section is longer than is what is currently there. We will measure what is existing and only pay for that. The fee for taking down the old fence is also on our bill. Originally Mr. and Mrs. Jones said they would pay for that.

Conclusion: The library will only pay for replacing the existing portion of the fence. Extra length is the responsibility of Mr. and Mrs. Jones. The Trustees agreed to pay \$150 for hauling away the old fence. Amy will speak with Gate City Fence directly and have them modify the invoice to reflect this.

OLD BUSINESS:

2016-2017 Budget

Amy presented an updated budget. It maintains the approximate \$5K increases we talked about in support of the Strategic Initiative. The Program line was rounded down to \$11K. The new equipment/capital expenses line was reduced.

The Budget sub-committee meeting is at the library on Wednesday, November 18th at 4pm.

Kathy made a motion to approve the revised budget, Ted seconded and the motion was unanimously approved.

3D printer project:

Kim will meet with Amy to strategize on the next series of workshops and volunteers.

Teen Volunteers: Nancy H. may have some information on this. She will bring to the next meeting.

Term of Office of Library Director: Kathy is researching with the NHLTA and the NHMA for more details so we can make sure we comply.

NEW BUSINESS:

None

The Meeting was adjourned at 7:38 pm.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: January 11, 2015 at 5:30pm at Town Hall (then we will all head to the Public Hearing)

DATES TO REMEMBER:


Library closes at 5pm on Wednesday, November 25.

Library closed November 26 & 27.

January 11, 2016 Public Budget Hearing

Appendix 1: Fence Quote

DESIGNED FOR BUSINESS 1-800-805-0337 NO. 0012 1400110



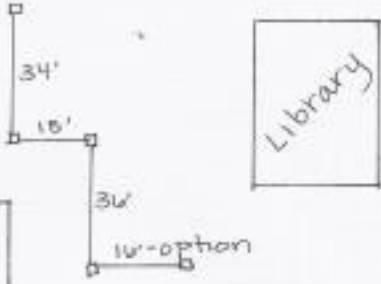
GATE CITY FENCE
COMPANY, INC.

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

R A M

November 5, 2015
DATE OF ESTIMATE:

HOUSE



Library

PROPOSAL SUBMITTED TO:

NAME: Amherst Town Library
 STREET: 14 Main Street
 CITY, STATE, ZIP: Amherst
 FAX / CELLULAR / PHONE: Amy-673-2288
 HOME PHONE / WORK PHONE:

flapointe@Amherstlibrary.org
 We hereby submit specifications and estimates for:

85'- 6" tall #1 Cedar board fence style concord
 1"x4" boards, 2"x4" backing rails, 2"x3" datto
 panel caps, 5"x5" bevel top posts. \$ 2775.00

Option:
 16'- 6" concord \$ 325.00

Take down old fence and haul away
Add \$ 150.00

paid \$1000 deposit C.C. 11/2 - Brittany

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.

FEES: _____

<p style="font-size: x-small;">ACCEPTANCE OF PROPOSAL The proposals, specifications and conditions are satisfactory and we hereby accept GATE CITY FENCE CO., INC. in accordance with the work so specified. 50% DEPOSIT REQUIRED FINAL PAYMENT DUE UPON COMPLETION</p>	<p style="font-size: x-small;">ACCEPTANCE DATE</p> <p style="font-size: 1.5em; text-align: center;">OK 11/2</p>
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Brittany Hale
Accepted Signature

Accepted Signature

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