

Minutes of the Amherst Town Library Trustee Meeting
January 11, 2016

The meeting was called to order at 5:30 PM by Nancy Baker. Also attending were Kathy Brundage, Robin Julian, Bill Cassidy, Ted Krantz, Kimberly Ayers, Nancy Head, Alternates Rande Neukam, Steve Mantius, and Library Director Amy Lapointe.

Guests: none

The minutes of the November meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

Statistics: GMILCS statistics have been down group wide. Our library has seen an increase in New Patrons.

Programming:

Upcoming programs:

ADULTS

Tues. Jan. 12 - Stories told by a metal detecting hobbyist

Tues. Jan. 19 - Amherst Lyceum- "Is novel reading detrimental to society?"

Thurs. Jan. 21- Memoir of a Boston PI

Sat. Jan. 23 - 3D Printing Open House

Thurs. Jan. 28 - afternoon concert café

Tues. Feb. 2 - Mardi Gras special

Thurs. Feb. 4 - The Art of the Con

Tues. Feb. 9 - Popularity of Sherlock Holmes

CHILDREN

Thurs. Jan. 21- Snap Circuits (STEM program)

Tues. Feb. 2 - Mardi Gras with Miss Nanette

Thurs. Feb. 4 - German with Miss Elizabeth

Ongoing: story times, book groups, come and build, Minecraft club

Network:

On January 7th the library implemented an upgrade of Polaris resulting in a simplified checkout process for ebooks from Overdrive allowing patrons to checkout an ebook directly from the catalog.

Town:

Town Hall has implemented the new finance software and the first payroll was successfully paid via this software.

The Town Deliberative Session is WED February 3rd at 7pm SHS.

The new Town website is almost ready to launch. Amy will update the library related text.

Going forward every department will have the ability to maintain its own information on the Town website.

Friends:

Trivia Night is Saturday March 19th, 2016. Stephanie Tannariello is in charge this year. The Holiday Book Sale seemed to do well. There was also an auction of photos of local houses.

TREASURER'S REPORT:

The board reviewed the November report of investments. The funds are doing well.

Trustees Funds Total to date: \$147,436.54.

Funds managed by the Town: \$274,021.49

Bill has spoken to the Trustees of the Trust Funds and we now have the forms needed to request funds. The board now needs to decide what these monies should be spent on.

Discussed ideas:

- Chairs
- Lighting
- Painting downstairs and in the bathroom
- Stackable chairs for the mezzanine
- Comfy spots in the stacks
- Fence
- Digitizing the Franklin book – Should approach Nipmugs about funding for some of this.

Bill made a motion that the costs for the (1) stackable chairs and (2) fence be taken out of the Walker Fund. Nancy B. seconded and the motion was unanimously approved.

The board discussed putting together a list of other big expenses coming up which could be funded by the Trust Fund money.

Gifts: Nancy moved to accept the \$100 cash donation from happy patron David Loonto, Ted seconded and the motion was unanimously approved.

TRUSTEE REPORTS:

- **Building and Grounds:** The fence installed is completed.

OLD BUSINESS:**Town Budget**

The only changes to the budget approved at the November meeting are wages and related benefits. These were altered downwards after Town Hall refined the projections. The final budget is approximately a 2% increase over last year.

NEW BUSINESS:**Subcommittees:**

Volunteer Policy Committee: Nancy B. and Nancy H.

Archives Room Naming Committee: Amy will ask the staff if they have any proposals.

Maintenance Committee: Ted and Nancy

Grants and Long Term Spending (wish list) Committee: Steve and Kim

Space/Meeting room Committee: Nancy H., Maggie Paul and SHS kids

The Meeting was adjourned at 6:35 pm.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: Tue., February 9th, 2016

DATES TO REMEMBER:

Library closed for Martin Luther King Day, Monday, January 18, 2016


Town of Amherst Deliberative Session: Wednesday, February 3rd at 7:00pm

Trivia Night: Saturday March 19th, 2016

The January 11, 2016 meetings were unanimously approved on February 9, 2016.

Appendix 1: Fence Quote

DESIGNED FOR BUSINESS 1-800-869-4227 NO. 00-0 1480710



GATE CITY FENCE
COMPANY, INC.

QUALITY INSTALLATIONS SINCE 1947
11 LEDGE STREET
NASHUA, NEW HAMPSHIRE 03063
PHONE: (603) 883-3217 FAX: (603) 652-0616
WWW.GATECITYFENCE.COM

DATE OF ESTIMATE: November 5, 2015

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" x 4" boards. 2" x 4" backing rails. 2" x 3" datto
panel caps. 5" x 5" bevel top posts. \$ 2775.00

Option:

16' - 6" concord \$ 325.00

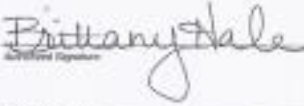
Take down old fence and haul away Add \$ 150.00

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.

FEE: _____ dollars (\$)

<p>ACCEPTANCE OF PROPOSAL <small>The foregoing terms, specifications and conditions are voluntary and are hereby accepted GATE CITY FENCE CO., INC. as indicated on this work as specified.</small></p> <p><small>50% DEPOSIT REQUIRED</small> <small>FINAL PAYMENT DUE UPON COMPLETION</small></p>	<p>ACCEPTANCE DATE</p> <p style="font-size: 2em; text-align: center;">OK 11/2</p>
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Signature

Acceptance 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