

MINUTES

The Amherst Town Library Board of Trustees' Meeting October 22, 2008

The meeting was called to order at 6:10 PM by Chairman, Don Holden. Also attending were Kathy Brundage, William Cassidy, David Hallenbeck, Robin Julian, Dick Martini, Helen Rowe and Library Director, Amy Lapointe.

VISITORS: There were no visitors.

MINUTES: The minutes of the September 15 meeting were unanimously accepted.

LIBRARY DIRECTOR'S REPORT:

- **Monthly statistics** were presented. (See attached) The statistics reflect the first month under the new system. Most categories showed an increase.
- **Programming:** Finger knitting for middle schoolers was a big success. Storytimes have begun. There will be two more adult programs in November and then none until the after the first of the year.
- **Transition to Polaris:** The migration went well. Staff is adjusting to new Terminal Services. Some glitches are still being worked on. The biggest challenge for the staff seems to be redoing the work flow.
- **Building:** The walkway to the garden from the back door is being installed. Amy will look into getting the pole light timing adjusted as well as a new bulb in the end light along the walkway. There was a minor problem with the HVAC which was quickly resolved by the bleeding of some air in the system. Amy has called for an estimate for the repainting of the sign.
- **Halloween:** The Trustees voted keep the Library closed on Halloween. Jackie and Sue will be doing trick or treating in front.
- **Friends of the Library:** Enhancing the online bookselling process is being investigated.
- **Food for Fines:** This program will be in place Nov. 1-15.
- **Budget Process:** The Library's presentation to the BOS will be on November 17.
- **Personnel:** Sarah will be on maternity leave beginning in April.

BUDGET FOR 2009-10. Amy presented a preliminary budget. Current salaries do not reflect COLA increases yet so there will be changes there. Three of the staff are currently at the top of the salary matrix. The discussion included topics such as carpeting in the downstairs, increasing the bottom line in programming, periodicals, books and audios and adding a space consultant. A draft budget of \$808,116.27 was unanimously approved. Amy will try and get actual figures for the carpeting request.

TREASURER'S REPORT: Dick reported that our expenditures and income are on target at 25% for the year. A discussion was held on whether to have the upcoming cd's be renewed for more than one year. Amy will review any restrictions on any accounts. It was decided that the three accounts coming due would be renewed in a staggered fashion of one year, three years, and five years to take advantage of better interest rates.

GIFTS: The Trustees unanimously accepted a gift of \$100.00 from RivesBoardman.

PROGRAMS: Kathy announced that the Boardman Concert will be on Sunday, November 2, at 5:00 PM. *The New Piano Trio* will perform. Kathy has notified the newspapers. Food will be provided by the Trustees and the FOL. Trustees will meet at 12:00 noon to set up the Library.

TECHNOLOGY: There was no Technology report.

OLD BUSINESS: It was decided that we should have an ADA policy.

NEW BUSINESS: There was no new business.

There being no further business the meeting adjourned at 8:15 PM

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday, November 17 at 6:00 PM. Please note—we will meet first with the BOS for the budget presentation and then adjourn to the Library.**