

**MINUTES**  
The Amherst Town Library Board of Trustees' Meeting  
**November 16, 2009**

The meeting was called to order at 6:20 PM by Chairman, Don Holden. Also attending were Nancy Baker, Kathy Brundage, Robin Julian, Dick Martini, Helen Rowe and Library Director, Amy Lapointe.

**VISITORS:** There were no visitors.

**MINUTES:** The minutes of October 19, 2009 were amended to read the Gross from the Book Sale instead of profit and unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

- **Monthly statistics** were presented. (See attached) Amy pointed out that the outgoing requests line is greater than the incoming requests line. Amy feels that is because we tend to have fewer restrictions on what is loaned out. Average circulation is up 22% and book circulation is up 24%
- **Programming:** All programs continue to be successful. There will be a break in the programming over the holidays. The FOL have begun a second book group which is meeting in the library.
- **Technology:** It became necessary to replace the bill/coin control unit on the public copier. The cost is nearly \$2800. This particular item is replaced so infrequently that replacement parts are no longer available. Amy is also replacing the printer in the Children's Room. She is continuing the policy of replacing existing printers when needed with fewer but heavier printers. The Library is also purchasing a PC management system for the public computers. Sarah researched the various options and then visited Hudson where the CASSIE system is in place and felt that this system would work well in Amherst. The use of this system will free up the staff. Library patrons will be able to use their library bar code to sign in directly at the computer. Visitors will be given a visitor's card at the desk which will then allow them access to the computers.
- **Personnel:** Amy feels that Jennie is settling in nicely. There has been no break in services.
- **Maternity Leave:** Amy presented the board with list of responsibility delegations while she is on leave. (see attached) Ruslyn will attend the Board's January meeting and Jennie will attend in February. Don will be the contact person for closing the library due to weather conditions.
- **Carpet fundraising:** \$1385.00 has been raised so far.
- **Food for Fines:** This program has been very successful this year, both in quality and quantity.
- **Budget:** The bottom line of the proposed budget had changed due to the inclusion of the dental benefits and the revised 09 telephone costs. The Board unanimously accepted the revised budget draft to \$13,037.85.

**TREASURER'S REPORT:** Dick reported he had renewed a CD for a year. Approximately \$1600 in interest has been deposited. Expenditures are a bit over due to the payment of GMILCS

dues and periodical subscriptions. Income continues to be down due to the lack of unrestricted gifts. The Board accepted the Treasurer's Report.

**GIFTS:** The Trustees unanimously accepted gifts totaling \$450.00. (see attached) The Board also unanimously accepted the \$1385.00 received for the carpet tiles. (see attached)

**PROGRAMS:** The Boardman Concert was a great success. All tickets were gone. Many patrons complimented Kathy on the program.

**OLD BUSINESS:** Dick traveled to Concord with Bill Veillette to observe the process of the digital photographing of the Charles Atherton portrait. The painting would show much better with better lighting. Bill is looking into the cost of track lighting.

**NEW BUSINESS:** Robin will send a letter regarding the FOL and their recent award to the newspapers.

There being no further business the meeting adjourned at 7:50 PM.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday, January 4, 2010.**