

MINUTES

The Amherst Town Library Board of Trustees' Meeting

February 7, 2011

The meeting was called to order at 6:00 PM by Chairman, Don Holden. Also attending were Kathy Brundage, Bill Cassidy, Robin Julian, Dick Martini, Helen Rowe, and Library Director, Amy Lapointe. The meeting was held at Town Hall.

VISITORS: There were no visitors.

MINUTES: The minutes of January 10, 2011 were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Circulation:** Circulation statistics were not available yet due to the meeting being held earlier in the month.
- **Snow Closings:** Amy reported that the library had been closed on 1/12 due to the snow storm. The library remained open during the storm on 2/2. 2 patrons had come in by noon. 8 had come in by 2:30. At closing time there had been 35 patrons. During the slow time the staff was able to do tasks including rearranging the fiction shelving to allow for book display shelves.
- **Personnel:** Sue R. is scheduled for surgery. Carole has undergone back surgery. The library assistant position has been advertised and applications are being received.
- **Budget Discussion:** HB77 passed, effective immediately. It is understood that a motion will be made to reduce the money amount in Article 37 to \$1:00. Amy will put together a packet for the Deliberative Session to address the issues raised by Article 38 which the Trustees are against. All Trustees plan to attend.
- **Holiday Hours:** The Library will close on February 21 for President's Day
- **Professional Development:** Sarah S. has won a \$150 conference grant. Sarah L. has been awarded a \$200 NHLA mini grant to attend a Drupal workshop.
- **Website overhaul:** After 5 years it is time to overhaul the website. Sarah L. attended the Drupal workshop on content management training and learned that the initial set up should be outsourced. Currently a RFP/RFI for the Drupal developer is being put together.
- **Phone problems:** It was necessary for Amy to replace one of the two phone control units. She was able to purchase a refurbished one for \$800. However, the phones have begun acting erratically again so it may be necessary to replace the second control. The last replacement was four years ago.
- **Missing Trustee:** A query was made to Ruslyn as to information regarding a former trustee, Mary Wakefield. No one had any information for her.

TREASURER'S REPORT: Dick reported that the bank statement has not yet been received. He did point out that last month's gifts and income were low. He took out a 3 year CD at 2% with a jump up clause. The Treasurer's report was accepted.

GIFTS: Gifts in the amount of \$798.00 were unanimously accepted. (See Attached)

PROGRAMS: There was no report from Kathy.

OLD BUSINESS: The April meeting of the Souhegan Valley Trustees will be in the Wilton Library in April.

NEW BUSINESS: There was no new business.

The meeting was adjourned at 7:40 PM.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday, March 14 at 6:00 PM. Please note-this is the 2nd Monday.**