

MINUTES

The Amherst Town Library Board of Trustees' Meeting

April 18, 2011

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

VISITORS: There were no visitors.

MINUTES: The minutes of March 14, 2011 were amended as follows; Trustees are obligated to take out 5% from the Allen account yearly. Robin Julian was not present at the meeting. The amended minutes were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Circulation:** Circulation still trending down, however March, 2011 showed an increase over March, 2010. Because of the new format Amy is not able to show us yearly comparisons. Amy submitted the NH Public Library Annual Report for fy10 which no longer needed the Trustees' signatures. (See attached)
- **Programs:** Programs are planned for vacation week. Other programming is winding down for the year. Sue R. has resumed school visits.
- **Personnel:** We are now fully staffed. Katie has been trained and is on the schedule. Page interviews will begin soon to replace the 3 seniors who are leaving. Pages work a total of 48 hours per week.
- **Circulation/Public Services:** Frequent requests have been made for a public fax machine to be available. Amy has arranged for one to be available for a 6 month trial period. The library now welcomes the digital rendering of a patron's library card presented on a cell phone as an acceptable alternative to their physical card. Over 1600 patron records were recently purged. New policies relative to card expiration and address check are being worked on to correct inconsistencies in the existing policies. One grace cko per patron without a card is now being allowed.
- **Town:** The BOS has made committee assignments. Dwight Brew will remain the representative to the Library Trustees. A new agenda format has been instituted. Also meetings are now available online at <http://www.vimeo.com/actv20>.
- **The State Library:** HB2 (the bill that accompanies the State Budget) includes proposed cuts to the NHSL van delivery service. Nancy will write a letter to Senator Bragdon with our concerns over this proposed cut.
- **GMILCS:** MV Communications, who provide our T1, server collocation, DNS, website and email, is discontinuing some of their higher services. Negotiations are underway with G4. A temporary 2 month contract is now in place and the GMILCS Board will make a final decision at their meeting this Thursday.

- **Professional Development:** The NHLA Conference is May 5-6 in Manchester. Several staff members will be attending.
- **National Library Week:** Amherst participated in the NHLA Library Snapshot Day on April 12. 60 Libraries uploaded data. Photographs are now coming in and the material will be organized and distributed.
- **In the Future:** Amy reported that the Polaris API was mentioned in an article entitled "Computers in Libraries".

TREASURER'S REPORT: Dick reported all the CD's are good until November. Expenses continue to be under budget. Gifts continue to be under projections. A discussion was held on how to better track the interest from the restricted gift accounts. The Treasurer's report was accepted.

GIFTS: Gifts in the amount of \$570.00 were unanimously accepted. (See Attached)

TRUSTEE REPORTS: Kathy reported on the progress of the restoration of the Towne, Parker portraits restoration. The portrait of Mr. Towne has been completed and is framed, ready for hanging. The Nipmugs undertook this effort which cost \$710. They are continuing to raise money for the restoration of the Parker portraits.

- **Library Advocacy:** Don has begun collecting budget information from other libraries in preparation for planning for our budgeting information for the next budget cycle.
- **Disaster Planning:** Robin brought up the issue of having a plan for items to be removed in the event of a disaster. Amy will look into this and we will discuss this at our next meeting.
- **Primax:** Bruce Berry and Amy have written a article which will be published in the next issue as to the success of our heated sidewalk and the safety issues it addressed.

OLD BUSINESS: Space Planning: Amy checked references on the Aaron Cotton Associates, Ltd and found them acceptable. A discussion was held concerning issues relative to funding, time line, and presentation to the public. A motion was made by Robin to approve \$18,000, funded from interest and dividend accounts, supplemented by donations, gifts and grants, for the proposal by ACA, Ltd to undertake a study of our space needs. Bill seconded this motion which was unanimously approved. Amy will be in contact with ACA as to a time line for the study.

NEW BUSINESS: There was no new business.

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday May 16 at 6:00 PM.**