

MINUTES

The Amherst Town Library Board of Trustees' Meeting
May 23, 2005

The meeting was called to order at 7:33 PM by Chairman, Don Holden. Also attending were David Hallenbeck, Tom Head, Robin Julian, Bob Lown, Helen Rowe and Library Director, Amy Lapointe.

The minutes of the previous meeting were approved as read.

LIBRARY DIRECTOR'S REPORT: A brief discussion of the April statistics (see attached sheet) was held. An increase in the on-line readers was noted. The statistical tally on Reference questions (see attached sheet) showed a 57.9% increase over last year. Amy will check on previous years reports to see if she can determine what caused this large increase.

The Adult programming is completed for the year. Amy received excellent comments on the John Audobon lecturer. Planning for next year's programs has begun. Sheila is working on the Children's Summer Reading Program. CD-Roms have been purchased for the YA collection. Money returned from the cancelled Children's Program was used. After a discussion with the staff over shelf packaging Amy decided to leave the CD's in their packaging on the shelves. She felt that by using dummies on the shelves the message to the young adults was that the library did not trust them.

Advertising for new pages has gone out. Normally there are a total of 6 pages, but Amy requested that number be raised to 7 with no change in the total number of hours worked by the group. This will facilitate scheduling. The Board unanimously agreed with this request. Applications will be accepted until early June. Training will begin on July 18.

Amy will be evaluating the Staff during the month of June. She will also need to be evaluated by the Board. An issue discussed with the staff at their regular meeting related to the number of hours one works before getting a break. Amy checked on the law in relation to this which answered the question raised by staff. Another staff issue is the changing of the Health Insurance by the Town to Harvard Pilgrim. Carl Weber feels after extensive research that the coverage is compatible with the current plan but has better rates. The staff appears comfortable with this change.

Amy is ordering a new copier. She discovered that leasing a new one is cheaper than paying the maintenance fee for the current one. The present copier will be moved to the Children's Room and used there until it breaks.

A photograph was taken showing the acceptance of the audiobooks purchased with funds from the Lions Club. In addition, book plates were pasted in identifying them as having come from the Lions.

Five Trustees are to attend the NHLTA Conference on May 26 in Concord. Dues have been paid for all the year for all seven trustees.

Collection purchasing is slowing due to approaching end of the fiscal year.

An electrical outage in Manchester caused our computers to be down for a day. By using our backup system we were able to check books out. A second half day outage also occurred but this was due to trouble with ports within the system.

The Friends of the Library are currently displaying the Student art show with 350 pieces on display. The book sale will be on September 17. \$500.00 was donated by the Friends to the Garden Club project in the back of the library. Another donation may be given after the book sale.

Amy has begun revising the circulation policy and hopes to have a draft for us at our June meeting. She also informed us of a meeting in Bedford where the Town Council will explore the necessity of having library trustees. She is planning on attending as a town resident.

Sheila Vanderhorst's father passed away recently. Robin will send a sympathy card from the Trustees.

GIFTS: The following gifts were unanimously accepted by the Board;

\$25 from Kevin and Janis Dadoly in memory of Louise Boswell for the purchase of early childhood education books.

\$22.95 from Suzanne Sigman of the New England Churchillians for the purchase of the book, "Winston Churchill", from the "Leading Lives" series.

\$197.70 grant from the NH Humanities Council for the James Audobon program.

\$1000 from Sarah Williams to support the library and the Anna Boardman Concert.

TREASURER'S REPORT: Bob reported that with the end of April we have spent 82.98% of our funds. Despite the fact that income from gifts and interest is still below anticipated levels we have adequate cash for the rest of the year. The report was accepted.

There were no other Trustee reports.

OLD BUSINESS: Work on the back garden is about to begin. Approval was given by the HDC to remove the pine tree and some of the smaller scrub trees.

NEW BUSINESS: Bob initiated a discussion relative to our having a small ongoing book sale. Logistically a cart would not be a problem and the staff would be able to handle the money. Concerns were raised about whether the Friends would feel. The suggestion will be discussed with the Friends.

There being no further business the meeting was adjourned at 8:25 PM.

The next meeting will be **June 20**, 2005.

Respectfully submitted,

Helen D. Rowe, Secretary