

Minutes of the Amherst Library Trustee Meeting  
May 19, 2008

A light meal and surprise baby shower for Amy preceded the meeting.

The meeting was called to order at 6:30 PM by chairman, Don Holden. Also attending were Kathy Brundage, William Cassidy, David Hallenbeck, Robin Julian, Richard Martini, Helen Rowe and Library Director, Amy Lapointe. The minutes of the April 21, 2008 meeting were approved.

Brad Galinson, the BOS representative to the Trustees, was in attendance.

**Library Director's Report:**

- Amy presented the monthly statistics. (see attached) Amy pointed out that the door counter is done on a weekly basis.
- Ruslyn is asking for funds from the NH Humanities and FOL in order to increase the scope of the Mapquests II program. The summer reading program will run from June 23 to August 15 and will include a variety of activities. Activities designed for the middle schoolers and teens are also in the final planning stages. An outdoor flute program is planned for the adult programming. Abutters will be notified. Prizes are being solicited from local businesses.
- GMILCS is profiling for the new automation system. The catalogue up to eliminate junk will be outsourced.
- A test of the panic buttons showed that the batteries needed replacement. They will now be changed twice yearly. New shelving for the transit bins and bags have been built near the circulation desk as putting them in the back hall was a safety hazard.
- Approximately 140 students and parents came for the FOL student art reception.
- Staff evaluations are under way. Amy is focusing on goals rather than performance. She hopes to finish in early June.

**Treasurer's Report:** Dick reported there was no change in the cds. We continue to be under budget for the year.

**Technology:** Dave attended the NHSLT convention. A discussion was held preparedness for a disaster. Amy will check to see if the insurance covers cash replacement and or cash value. Dave also reported that all policies should comply with the law. There is also a need for long range planning.

**Old Business:** There was no old business.

**New Business:** A discussion was held on the requirement stating that a library card must be presented before items can be checked out. No conclusions were drawn. Staff will try to determine if this is actually a problem for patrons and we will discuss this again in the future.

- Amy passed out policy packets for us to review prior to the next meeting.
- Amy is working on coverage during her maternity leave. Ruslyn will represent her at the July Board meeting. Jackie will come to the September meeting so as to up date the Trustees on the summer reading program. She is going to see if the Treasurer's report can be prepared by someone in Town Hall. She is dividing the rest of her duties among the staff members so as not to overburden anyone person. She will also be available by phone if needed. This is similar to the plan that was put in effect when Natasha moved so the staff is familiar with this approach.

There being no further business the meeting was adjourned at 8:05 PM

**The next meeting is Monday June 16, 2008**

Respectfully submitted,

Helen D. Rowe, Secretary