

MINUTES

The Amherst Town Library Board of Trustees' Meeting

May 16, 2011

The meeting was called to order at 5:00 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: Dwight Brew, BOS representative

MINUTES: The minutes of April 18, 2011 were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Circulation:** Amy presented the current statistics. (see attached)
- **Programs:** Regular programming is winding down. SRP is in the final planning stages. Details should be out in the next few weeks.
- **Personnel:** Amy presented the following applicants for pages for our approval; Jane Martina, Emily Maresco, Parker Desborough, and Sage Wesenberg. This will give a total of 8 pages to fill the 8 slots available. Robin moved to approve the pages with Kathy seconding the motion. The Board unanimously approved the motion.
- **Circulation/Public Services:** The fax machine has arrived. The company will give a 6 month trial. Advertising will be done through the electronic newsletter, a notice about the service on the door and the newspaper.
- **Professional Development:** Amy attended the NHLA Conference along with Sarah Hydorn and Sarah St. Martin. Sarah Hydorn did a presentation at one of the sessions.
- **GMILCS:** SNHU is leaving the consortium this week. All data should disappear by the end of the month.
- **Friends of the Library:** The luncheon was successful. The Student Art Show reception had 734 attendees.
- **Policy Statement:** Amy presented the library's policy statement on investment funds. Kathy moved to accept this policy and Bill seconded it. The Board unanimously approved the motion.
- **Trustee Funds:** Amy has been researching information relative to the various Trustee Trust Funds. She is working with Mary Howe to develop a better way of tracking these individual funds.
- **In the Future:** After a discussion Amy will look into how to scan past Trustee Board minutes and cross reference them. Dwight felt that this could be done relatively easily. Amy is also looking at ways to streamline current equipment. Sarah L. met with a Toshiba representative and will continue researching this matter.

TREASURER'S REPORT: Expenditures look good. Dick was concerned because the salary line was low. Amy will check into this. A discussion was held relative to the

interest accruing in the Edward Jones Accounts. Don moved that the interest from the two Edward Jones Accounts which are unrestricted accounts be swept with the money being put in the Trustee Gifts and Interest accounts. Dick seconded the motion and the Trustees unanimously approved the motion. The Treasurer's report was accepted.

GIFTS: A motion was made by Kathy and seconded by Dick to accept a gift valued in the amount of \$800.00 from the Friends of the Library for a new 4 bay picture book bin for the Children's room. The motion unanimously passed. (See Attached)

TRUSTEE REPORTS: Robin attended the session on Web Planning and Social Media at the NHLTA Convention. The emphasis was doing one aspect and doing it well. All Trustees had attended the Conference, covering many areas Trustees are responsible for.

OLD BUSINESS: Space Planning: Dwight asked for ideas on how to present the space needs report that is currently being developed. Trustees stressed that this is not a building program-but rather better utilization of the current space in a rapidly changing library world. He will also check what was written in the newsletter.

NEW BUSINESS: There was no new business.

The meeting was adjourned at 6:00 PM.

The Trustees then heard a brief presentation from Alexander Cohen of Aaron Cohen Associates, LTD who has been hired to do a space needs assessment. Following the presentation the Trustees and Mr. Cohen walked through the various spaces in the library, discussing what we like about each area and what we dislike about them. Mr. Cohen has met with the staff and some members of the public and will continue this tomorrow.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday June 20, at 6:00 PM.**