

MINUTES

The Amherst Town Library Board of Trustees' Meeting
June 20, 2005

The meeting was called to order at 7:53 PM by Chairman, Don Holden. Also attending were David Hallenbeck, Robin Julian, Bob Lown, Dick Martini, Helen Rowe and Library Director, Amy Lapointe.

The minutes of the previous meeting were approved as read.

LIBRARY DIRECTOR'S REPORT: The statistics for the previous month were presented. (See attached) The Reference Department is working on ways to gather data for analysis. This task is being incorporated into the goals of the Department.

Building issues covered the following: Ownership of the light behind the library is being looked into. The new septic design has been approved by Concord and work will begin next month. County workers painted the trim. The gardens continue to be improved with the stump of the tree removal and new perennials being planted in the front garden.

The materials budget allocations for 2005-6 are being reworked. The budget bottom line would not change. One area that Amy is looking at is reducing the McNaughton account from \$6000 to \$3000. Amy and the Head of Reference are discussing the possible reduction of reference materials since electronic data is available. Better tracking of the type of questions versus use of the materials is needed.

Amy attended the NELA program "Planning for Technology".

A discussion was held relative to our policy relating to patron confidentiality raised by a patron. It was decided that we need to be pro-active in public relations concerning the policy. Amy will follow up suggestions to see what would work.

The Board went into non-public session at 8:50 PM to discuss personnel. The non-public session ended at 8:52 PM.

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

A book entitled "Maxfield Parish: the Masterworks" from the Nipmugs
A book entitled "Solomon Islands Sketches" from Stu Torbert, the son of the
illustrator, and a resident of Amherst

TREASURER'S REPORT: 90% of the budget for the year has been spent. We do have a short fall in the income accounts of interest and gifts. Also, Bob reported that the Jr. Women's Club turned down our request to them for funds for the circulation desk replacement.

The C-Span tapes on digital futures have arrived.

There being no further business the meeting was adjourned at 9:30 PM.

The next meeting will be **July 25**, 2005.

Respectfully submitted,

Helen D. Rowe, Secretary