

Minutes of the Amherst Library Trustee Meeting
June 17, 2013

The meeting was called to order at 6:06PM by chairman, Don Holden. Also attending were Nancy Baker, Bill Cassidy, Robin Julian, Ted Krantz, Helen Rowe, Library Director, Amy Lapointe and Alternates, Nancy Head, Ed Obermiller and Dick Martini.

Visitors: There were no visitors.

The minutes of the May 22 meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics. There were no noticeable changes.
- **Programming:** The Summer Reading Program is set and a newsletter informing patrons of the details has been sent out.
- **Town Hall:** The next budget process will be a strategic plan based process. Don, Nancy Baker and Amy will form a subcommittee to work on this process.
- **Website:** Amy has chosen KraftyDesigns.com out of Portland, ME to redesign the website. The cost will be \$4000. Esthetics and a variety of companies using this group were the deciding factors for Amy. Other companies were more cookie cutter designs.
- **Building:** The windows have been cleaned thanks to the Friends.
- **Staff:** Training for the new pages has begun. Amy has started the annual evaluations with the staff.
- **Collection:** The staff is finalizing the magazine subscription list. Amy passed out a sheet with information about the Museum Passes offered by the Library.
- **Technology:** The Print Management System is in the process of installing a trial Wireless printing system.
- **GMILCS:** Amy's term as president ends on June 20. She has enjoyed her term, but is glad to be finished.
- **Space Plan:** A brief discussion was held on how to move forward. We are at a point where the pieces need to be coordinated. The Trustees decided to have a sub-committee of Amy, Robin, Ted and a staff member to work on this.
- **Summer Hours:** Summer hours have begun. In addition the Library will close at 6:00PM on July 3 and will be closed on July 4.

TREASURER'S REPORT: Income is 3% below budget. Expenditures are in line. The \$20,000 has been sent to Vanguard.

Gifts: A gift in the amount of \$250.00 from the FOL for Peabody Essex Museum passes was unanimously accepted.

TRUSTEE REPORTS: Building: The bathrooms still need a shelf. The money for the update came from the Capital Expenditure account.

OLD BUSINESS: The Strategic Planning and Space Needs subcommittees will meet over the summer and report to the Trustees at their Aug. 19 Meeting.

The Meeting was adjourned at 6:55PM.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting is Monday, August 19 at 6:00 PM

SUB-COMMITTEES will report at that time.