

MINUTES

The Amherst Town Library Board of Trustees' Meeting
July 25, 2005

The meeting was called to order at 7:30 PM by Chairman, Don Holden. Also attending were David Hallenbeck, Tom Head, Robin Julian, Dick Martini, Helen Rowe and Library Director, Amy Lapointe.

The minutes of the previous meeting were amended to show that Robin Julian was not present at the previous meeting. The minutes were then approved as amended.

LIBRARY DIRECTOR'S REPORT: Amy reminded us to annotate books as Trustee Picks for patrons. The Staff has begun this.

The circulation statistics were reviewed (see attached) with Amy calling attention to the fact that the final yearly statistics showed a 2% decrease. There is also a decrease in the on line public usage which might be due to patrons having their own computers. The drop on the data bases will be tracked by Ruslyn and Sarah. The tally being kept on the reference requests shows a steady increase.

Annual staff evaluations have been completed. The three new pages are Richard Allen, Gregory Geis and Kate Desmarais. They have begun their training. 7/1 marked the switch over of health insurance to Harvard Pilgrim. Some cards were received late. Amy will be taking the week of August 8th for vacation.

The Reference Department has the new website up and running and is looking for feedback. They have set their Fy06 goals which include a new record keeping system to help with usage assessment. An in house check-in has been instituted to help with the tracking of materials used in the Library. All staff members will receive training by the Reference Staff on answering basic questions.

The children's summer reading program is going well. The adult programs are in the final stages of planning. Possible additions might be some daytime programming which would include a discussion group. Possible Sunday afternoon concerts are being looked into. Computer training classes will be by private appointment but programs on technology topics (ex. using a digital camera) are being looked into. The fall newsletter should be out by early in September and will contain a list of all fall programming.

Work on the septic system should begin later in the summer. The light in the rear of the library is now working, but ownership is still unknown.

GMILCS issues included the completion of the merger of the current Dynix automation system being merged with SIRSI. Amy attended a demonstration of the Horizon 8.0 and HIP 4.0 upgrades which will be coming later in the year. Friday morning, September 2 our system will be down while a Sybase upgrade is completed. Books will be able to be checked out during this time period on the backup system.

Amy had us identify priorities of library services in preparation for the Technology Plan that she and Dave Hallenbeck are working on. The Staff will also do this.

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

\$500.00 from the Newcomers Club of Amherst
Book press from the Friends of the Library in recognition of Nancy Head's contributions to the Friends
\$80.00 from the Amherst Garden Club for the purchase of garden books

TREASURER'S REPORT: We ended the year with less projected income than anticipated, but were still able to cover our expenses. Carl Weber was able to get the Library a Server from year end funds.

PROGRAMS: Tom is working on the Boardman Concert for November. He is currently discussing a jazz retrospective program that will include some commentary with the staff of the Concord School of Music.

Don reported that he is still researching information relating to privacy issues discussed last month.

There being no further business the meeting was adjourned at 8:53 PM

The next meeting will be **September 19, 2005.**

Respectfully submitted,

Helen D. Rowe, Secretary