

Minutes of the Amherst Library Trustee Meeting  
July 24, 2006

The meeting was called to order at 6:09 PM by Chairman, Don Holden. Also attending were David Hallenbeck, Tom Head, Robin Julian, Richard Martini, Helen Rowe and Library Director, Amy Lapointe. The minutes of the June 14, 2006 meeting were approved.

Library Director's Report:

1. The year end statistics were presented. (See Attached) Total circulation for the year showed a 1.66% increase. Amy summarized the reference statistics which included the information that 98% of reference requests are filled in state and 80% of requests are filled through GMILCS. Monday, Tuesday, and Wednesday are the busiest days for requests and the history/biography category is the most requested.
2. The summer reading program is going very well with 378 children enrolled which is an increase over last year. 67% of those enrolled are readers and 33% are prereaders. The Just for Teens: Magic program on July 26 will have the Nashua Telegraph here to report on the program. Plans for the adult programming in the fall are underway and will be similar in scope to last year's programs. Sunday afternoon concerts will be included.
3. September is national Library Card Sign –up Month. Amy hopes to have a new member packet ready and discussion is underway as to a possible give away.
4. The CD shelving has been ordered which will take 6-8 weeks for delivery.
5. Annual performance evaluations of personnel have been completed with goals being set for the coming year. The Reader Advisory program is still in the planning stages, but it is hoped it will be initiated during the next year. Other goals are more collaboration between departments and a more integrated approach to projects.
6. Friends of the Library raised about \$200 on their 4th of July paperback book sale. They are currently planning for the September 9th book sale. Work is also being done in the Archives Room to try and weed out materials not appropriate. It is hoped that room can be made for a computer which will be connected to the Historical Society which will allow research.
7. The Downloadable Audio program hopes to go live in August. Amy is meeting with all the participants to work out the processes which will make this workable. There will be staff training sessions over the next two weeks.
8. The next newsletter will go out the end of August and will include articles about the Archives Room and the downloadable audio program.
9. Treasurer's Report: The end of the year showed that on the Town side we were \$13,000 below budget. On the Library side we overspent approximately \$500. The income came in at \$17,064 above the planned income figure.

Gifts: The Board unanimously accepted the following gifts;  
\$85.00 in memory of Sue Blakeman.  
\$25.00 in honor of Lauren's birthday.

Technology: Dave presented a brief summary of a NHAIS workshop that he and Amy attended. This dealt with the impact on Library Services with the change in the Web from 1.0 to 2.0 which

is interactive. This will augment current services, but may require space needs to allow for collaborative work. Rules will also need to be established concerning collaborative groups.

Programming: Tom is working on the Boardman Concert program.

New Business: Amy requested the following minor changes in the Interlibrary Loan Policy.  
Under section III, A;

The fine imposed will be under \$3.00 instead of \$2.00.

Add to section G., Charges the following;

If a "series" of items are being sent from an out of state library, require multiple mailings, and are generated by one patron's request, shipping and handling costs to the patron may be reduced at the discretion of the Library Director.

The Trustees unanimously approved the requested changes.

There being no further business the meeting was adjourned at 7:30 PM

The next meeting is Monday, September 18, 2006.

Respectfully submitted,

Helen D. Rowe, Secretary