

MINUTES

The Amherst Town Library Board of Trustees' Meeting
August 4, 2008

The meeting was called to order at 6:05 PM by Chairman, Don Holden. Also attending were Kathy Brundage, William Cassidy, David Hallenbeck, Robin Julian, Richard Martini, Helen Rowe and Head of Reference, Ruslyn Vear.

VISITORS: Perry Day from DPW and Brad Galinson were also in attendance.

MINUTES: The minutes of the previous meeting were unanimously accepted.

DPW: Perry Day presented plans for the rear door leading out to the garden/patio area. Plans call for a single glass door with glass lights above to match as closely as possible the current look. Trustee concerns over drafts, pitch of the landing, and payment responsibilities were adequately addressed by Perry. The cost is coming from a line item in the Building Maintenance budget. Work will begin as soon as all approvals have been obtained. Once completed, the DPW will reconstruct the front walk which will entail closing the front door. A temporary handicap access will be made at the side entrance during the reconstruction. A motion was made and seconded to approve the plans as presented. The motion passed unanimously.

LIBRARY DIRECTOR' S REPORT: (presented by Ruslyn Vear)

- **Monthly statistics** were presented. (See attached) Database use was up both for the 4th quarter and overall for the year. Ruslyn feels this is due to the new databases that have been added to the system. The door count for July was considerably higher than previous months. The lower numbers for interlibrary loans show a decrease along with common borrower stats due to the increase in patron initiated electronic requests. **Building concerns:** The new AC unit was installed on July 31. Perry Day has done an excellent job facilitating our needs. Perry removed a bat from the public computer area on Monday, July 7. Apparently the bat had been in the area all weekend and had set off motion detector alerts.
- **Programming:** All summer programs were well attended over the summer. Programming is underway for a year long literary program. Part of the funding has come from FOL and a grant from the NHHC will hopefully fund the rest of the program. *The Sundays at 4* Music Series as well as a long list of varying adult events are being scheduled. *The Great Gatsby* will be the topic of the BIG READ event. We are participating as one of over 30 partners.
- **GMILCS:** Polaris Train the Trainer sessions began July 29. Sally is attending for Circulation, Sarah for PAC, Martha for Acquisitions and Cataloging and Toni for Serials. The last day on Horizon is August 21. The Library will be offline with patron empowerment unavailable until

the “ Go Live” date of August 27. A discussion was held on the possibility of closing the Library at some point during the down time to allow the staff to familiarize themselves with the system without distractions. The Board felt that this was a reasonable request. Rusyln will contact Don if the Staff feels the necessity.

TREASURER’ S REPORT: Dick reported that we ended the year 2 ½ % under budget. Dick will look into possible changes in the structuring of our cd’ s.

GIFTS: There were no gifts to accept.

PROGRAMS: Kathy is working on the Boardman Concert. Depending on the performers the date may be November 2 or 9.

TECHNOLOGY: Dave pointed out that the Polaris System is a major change for the Staff.

OLD BUSINESS: There was no old business.

NEW BUSINESS: There was no new business.

There being no further business the meeting adjourned at 7:12 PM

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Monday September 15, 2008 at 6:00 PM.**