

Minutes of the Amherst Library Trustee Meeting
August 19, 2013

The meeting was called to order at 6:03PM by chairman, Don Holden. Also attending were Nancy Baker, Kathy Brundage, Bill Cassidy, Robin Julian, Ted Krantz, Helen Rowe, Library Director, Amy Lapointe and Alternates, Nancy Head, Ed Obermiller and Dick Martini.

Visitors: Kim Ayres of the FOL.

The minutes of the June 17, meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics for August as well as the ones for the end of the year. The yearly ones showed a continuation of the fairly flat trend. July however was very busy. The Monday door count showed 600 patrons each Monday for the month of July.
- **Programming:** The Summer Reading Program was very successful for the young children. Over 8000 hours of reading were recorded. This was accomplished with the same basic number of participants as last year. Both the teen and adult programs were less successful. The staff will look into possible changes in these programs for next year. Fall programs will be featured in the print newsletter which will go out early in September.
- **Website:** Amy is pleased with the progress on the new website. A late September launch date is planned. A new domain name has been registered; Amherstlibrary.com.
- **Building:** The tree in the back has been removed. The SRP decorations warranted a visit from the Fire Department as the decorations were a fire code violation. The Department of Labor will be visiting in September. This was a random choice from the DOL.
- **Staff:** Sarah St. Martin has resigned as head of Technical Services to accept a job in the Manchester City Library as head of their Technical Services. She leaves the end of September. The Board unanimously authorized Amy to advertise and interview for a replacement. Amy is working with the staff to be sure that there is coverage for both her position and Sarah L's maternity leave which coincides with Sarah's departure. Amy also reported that the BOS is currently discussing the possibility of giving step increases to town employees.
- **Collection:** Amy is doing trials on Zinio, indieflix and one click digital programs. She currently is leaning towards Zinio since they charge a flat fee with limitless usage. She has canceled the Ebsco serials contract and will use Amazon instead.
- **Schedule:** Summer hours will end after Labor Day Weekend. The Library will be closed that weekend Saturday through Monday. The proposed 2014 holiday/closed day schedule was discussed. The Trustees recommended several minor changes in closing hours prior to holidays. A motion was made and

seconded to approve the amended policy. The Trustees voted unanimously in favor.

- **Patron concerns:** Amy brought to our attention concerns from a parent who does not live in Amherst, but home schools her children and uses the library. The parent wanted to check out books but as a non-resident she needed to pay for a non-resident card. Numerous alternatives were unsuccessfully offered by the staff and Amy. The Trustees felt the situation had been handled appropriately. Once again a discussion of this type of situation resulted in the Trustees reaffirming the policy that a non-resident card is the appropriate way to handle this type of situation.

TREASURER'S REPORT: Bill showed both the final report of fy2013 and the July report. The \$20,000 has been deposited in the Vanguard account. This will show up in the report for August.

Gifts: Gifts totaling \$4164 were unanimously accepted. Included in this was \$2,614 for work on the new AV system in the Johnson Room given by the FOL.

TRUSTEE REPORTS:

Programs: Kathy announced that the Boardman Concert will be held November 10. The performers are the Andy Frankhouse Jazz group which will consist of a Sax, Bass, Percussion trio accompanied by a pianist. The cost will be \$450.

OLD BUSINESS: The Strategic Planning group is working on finalizing their recommendations. The Space Planning group has decided to focus on smaller projects that would be more manageable. They are working on three areas. 1. Archives Room to be emptied, shelves removed and new furniture put in to create a smaller meeting room. 2. Change the magazine area to be more visually appealing and usable. 3. Add a reading area in the Boardman room by the windows. Amy will work with the staff on refiguring the circulation desk area and placement of machines used by patrons which will include a self check out station.

The exhaust system in the refurbished bathrooms is still not working properly. Amy will discuss this with Perry Day. Also Marty Warren donated pictures for the bathrooms.

NEW BUSINESS: Robin suggested that the Trustees should meet jointly with the Staff and the FOL. It was decided to meet with the Staff at their Sept. 4 meeting and that the Trustees would provide breakfast. Nancy Head signed up the Trustees to work on the Book Sale weekend. We will meet with the FOL at their October 15 meeting which begins at 1:00 PM. We decided to invite the Souhegan Valley Trustees to a meeting on October 8 at 7:30. Robin will send out invitations.

Don will organize our yearly evaluation of Amy.

The Meeting was adjourned at 8:05PM.

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting is Monday, September 16 at 6:00 PM

SUB-COMMITTEES will report at that time.

DATES TO REMEMBER:

Sept. 4 at 8:30 – joint meeting with Library Staff. Trustees will provide breakfast.

Sept. 12, 13 and 14 – FOL book sale

Oct. 8 at 7:30 – SVT meeting at our library

Oct. 15 at 1:00 – FOL meeting