

MINUTES

The Amherst Town Library Board of Trustees' Meeting September 17, 2007

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, Dick Martini, Helen Rowe and Library Director, Amy Lapointe.

The minutes of the previous meeting were approved as read.

VISITORS:

Brad Galinson, the representative to the Trustees from the Board of Selectmen was present. Also present were Bruce Berry, DPW and Ways and Means representatives, Chris Nowlen and Dee Fasoli.

BUILDING PROJECTS DISCUSSION:

Don Holden expressed the Trustees' appreciation to the DPW for their support in the past. Bruce reported that the heating service contract for the Library is now down to \$500 thanks to a town wide management program. Replacement work will be done on the furnace which will result in better efficiency. The cost will be \$11,896.50. Roofing work is being scheduled. Radon tests have been upgraded. Windows off the children's room will be repaired. Bruce felt it would be advisable for the Trustees to be proactive with the CIP committee in letting needs be known. One possibility for expansion would be the addition of a second floor. Other possibilities for expansion would be the reworking of the basement space. Major areas of concern are parking and meeting spaces. The Trustees will discuss the CIP at their next meeting.

WAYS AND MEANS DISCUSSION:

The new budget reflects increases for shelving and books. Possible savings could come from the new furnace. According to Gary McGuire health insurance increases may be less. The W&M representatives felt we have a very tight budget.

LIBRARY DIRECTOR'S REPORT:

- Monthly statistics were presented. (See attached) July statistics show an all time high with August showing a 7% increase over last year and the YTD showing an overall 13% increase. Amy feels some of this is due to the in-house circulation now being added to the figures.
- New Museum passes are now available.
- There is a new audio format in use. Digital audio books are available and some will be purchased for the Children's Room.
- The Newsletter has been mailed. The Staff has reviewed the successful SRP. The adult and children's fall programs are planned. The Big Read is underway. Walmart has made a donation to this program.

- The FOL Book sale seemed to be well attended despite the bad weather.
- GMILCS has had the first vendor demo on the automation programs available. More are scheduled for the next few weeks.
- Amy will have an irregular schedule for the next couple of months but will maintain email contact. A new staff meeting format has been instituted. This is now a monthly brainstorming meeting.
- The State of the Department report is completed. The new budget cycle has begun.

TREASURER'S REPORT.

- Dick that we are in the early months of the new budget year. Income reflects the \$4000 from the Trust Funds. The Allen CD fund will be reviewed as to the criteria set up for usage and the proper amount of interest will be swept prior to renewal.
- Monetary Gifts in the amount of \$44.95 and a granite bird bath for the garden in memory of Jan Brown were unanimously accepted.

PROGRAMS:

- The Boardman Concert will be Sunday, October 28th with the Laslo Gardony Trio performing. Robin will send out the invitations.

There being no further business the meeting adjourned at 8:07 PM

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting will be held on **Wednesday, October 17th at 6:00 PM**