

Minutes of the Amherst Library Trustee Meeting
September 17, 2012

The meeting was called to order at 6:00 PM by chairman, Don Holden. Also attending were Nancy Baker, Kathy Brundage, Robin Julian, Helen Rowe, Library Director, Amy Lapointe and Alternates, Dick Martini, Ed Obermiller and Nancy Head.

Visitors: Also attending was Dwight Brew, BOS representative.

The minutes of the August 6 meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the statistics for the year. The circulation was up for July. The past month was the first month that the new door counter was in operation. Some adjustments still need to be done.
- **Programming:** The fall newsletter is being printed. The content focuses mainly on programming. Storytimes and fall programming are beginning.
- **Personnel:** Amy is starting the mid-year reviews of the staff. Amy is doing these in a less formal format than the annual reviews. Annual reviews did not get done this year. Amy is planning monthly staff meetings to be held from September through December. GMILCS staff is going to do some training of staff.
- **Collection:** A collection development policy and purchasing model for 3M ebooks is being developed. Amy has applied to the Samuel P. Hunt fund for a grant to cover the start up costs for this collection. *The Union Leader* is no longer available through Newsbank. The State Library had paid for this but due to the expense they have dropped it. *Morningstar* has ceased their print publication but a new online product is available to our patrons. The rotating display responsibility has worked well and staff is signed up for another year.
- **Town Hall:** The budget timeline as passed out. Discussion was held concerning what our message should be. Dwight reported on minor reorganizations in Town Hall. He also announced that the Police Chief is retiring at the end of October.
- **Miscellaneous:** Amy reported on the status of the dog bite. The dog has not been found. Wed. September 19 is International Talk-Like-A-Pirate Day. Staff is planning to participate.
- **Policies:** Amy is reviewing policies. **Trustees are to read the one on the Reference Department for our next meeting.**

TREASURER'S REPORT: Early spending is coming in slightly under budget. Income is up slightly. There is a concern over some checks having been processed without the Treasurer's signature.

Gifts: Gifts in the amount of \$500.00 were unanimously approved.

TRUSTEE REPORTS:

- **Programs:** Kathy reported that the Boardman Concert will be held on Sunday, October 21 at 5:00PM. This year's performer is concert guitarist, Scott Sanchez.

OLD BUSINESS:

- **Space Needs:** A discussion was held relative to the space required for periodicals as well as the need for a separate Reference Desk and department. The perception of the public is one of concern in both these areas. Trustees are to prioritize library services in the hopes that this will help clarify our needs and the direction we are to go in. Don has sent a form to the Trustees for each of us to fill out before the next meeting. Once this has been done we will be able to move forward on how money should be spent both on people and space, resulting in adding or taking away resources. In addition Don asked that Trustees decide who will focus on various informative material comparing Amherst with other towns.

NEW BUSINESS: There was no new business.

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

Respectfully submitted,

Helen D. Rowe, Secretary

The next meeting is Wednesday, October 17, at 5:00 pm.

Please note the time and date change!!!