

Minutes of the Amherst Library Trustee Meeting  
November 17, 2014

The meeting was called to order at 6:05 PM by Nancy Baker. Also attending were Kathy Brundage, William Cassidy, Nancy Head, Library Director, Amy Lapointe and Alternates Dick Martini.

**Guests:** Tom Mortimer

The minutes of the October meeting were unanimously approved with the following correction:  
*Spelling error: author's name was Michael Blanding.*

**LIBRARY DIRECTOR'S REPORT:**

- **Statistics:** Circulation down, borrowers down. Programs are up. Amy will ask other libraries if their numbers are down or not. When the economy was bad, growth was 25%, people were checking out more books, using computers to help write resumes.
- **Programming:** upcoming programming is as follows  
11/20 Thanksgiving centerpiece  
12/7 SHS Chamber ensembles  
TUE afternoons: health insurance marketplace help

Storytimes and book groups  
11/18 Live animal program  
11/21 Come and build  
12/9 and 12/14 Family gingerbread house

- **Town:** Ways Mike Akillian and Dwight Brew are our BOS representatives. We need to meet with Ways and Means Committee members Colleen Lynch, Nate Jenson, and Jim Lockwood. Amy will set up a date for Bill and Kim to meet. Bill points out that we need to be prepared for questions about why our budget isn't less since our circulation numbers are down. Robin pointed out that program attendance is up.
- **Collection:** Food for fines eliminated \$700 in overdue fines, while less than last year which was around \$850, was still significant. And \$149 worth of lost items was returned.
- **Friends of the Library:** The FOL has a successful "Thank the Volunteers" evening event. The Holiday book sale will be held the 1<sup>st</sup> two weeks in December

**TREASURER'S REPORT:**

Budget is at 33% of proposed, everything is in good shape.

Hampshire First Bank CD accounts coming due 11/16/14 and 12/31/14. We will discuss where to put the money at the January meeting.

**Gifts:** No gifts this month

**TRUSTEE REPORTS:**

**Building and Grounds:** nothing new to report

**Technology:** Kim brought up the topic of High speed Internet Access. We currently use Comcast's free service to the library for the WiFi access which is 10 Mbps. This is on the slow side, for example, at home Kim gets 50 Mbps.

The hard wired PCs and staff PCs use the First Light T1 line. This sometimes bogs down, but Amy thinks something else is going on. Cost for T1 line is billed as part of the Automated Library System budget line.

=> Action Item: Research what Internet access speeds the other libraries are offering. (Kim)

Kathy mentioned that the AV system used for programming on the main floor is not as high quality as it could be, especially considering the high standard of programming and high attendance rates. One issue is it is difficult to see from upstairs seats. The other issue is resolution/picture quality. We decided to continue to get suggestions and feedback from people who come to the programming. Some possible solutions would be: upgrade the projector, hang projector/screen from the ceiling

**Program:** The Boardman concert was fantastic. Lots of people commented to Kathy on how much they enjoyed it. A lot more people stayed than usual to talk and enjoy the refreshments.

**OLD BUSINESS:**

**Space Planning:**

Amy – carpentry estimate from Chris Giles for \$3600, but Amy & Ruslyn revised the design of the sort and pack bag working area to improve functionality. The additional cost for the new design was \$600.

Nancy H. moved to authorize spending an additional \$600 for the new design and Kim seconded. The motion was unanimously approved.

Curtain samples have been dropped off for window treatments.  
Furniture selections are in the works.

**Collaborative educational programming:**

The Minecraft Club is off to a booming start with 23 people signed up and 5 people on the wait list for the January session. Amy recommended sticking with the 6 week session with a couple of weeks off as a good format to prevent burn out. This is done at Story Time. Robin wondered if we should perhaps hand this club off to the schools at some point. Kim will look for other parent volunteers to help moderate future sessions.

The library laptops are under powered to effectively play Minecraft. Luckily most kids have their own PC or just play on their iPad.

Kim said the laptops need replacement if we continue to offer digital based programming. Amy said the library typically purchases computers directly from DELL.

Nancy wondered if we could combine purchasing with the schools in order to get better pricing.

=> Action item: Ask about collaborative purchasing with the schools. (Nancy H.)

**Mineral Collection/Recreation Dept status update:** Tom Mortimer got a quote from the Department of Corrections for a display case made of red oak for \$3250. The board discussed getting additional quotes from other sources. The cost could also be reduced by selecting lower quality materials. The Trustees asked Tom to look into other quotations.

The unresolved question was who pays for it? Craig Fraley has asked if the Library would pay for half. It was suggested that the Trustees approach the Junior Women's Group to help fund it.

Nancy B. typed up the names and descriptions of the minerals into a spreadsheet. She asked Tom to proofread the spelling and facts.

**3D Systems Grant Application:** Kim submitted an application for 2 printers. Kim forwarded a copy of the final Grant application to the board. Kim will now recycle most of this application to apply for a Bean Grant. Deadline is Dec.1

**NEW BUSINESS:**

The Meeting was adjourned at 7:15 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

**Next scheduled meeting: December 15, 2014**

**DATES TO REMEMBER:**

**The Library will be closed November 27 and 28. The Library will close at 5pm on Wednesday, November 26. Saturday and Sunday are regular hours**