

Minutes of the Amherst Library Trustee Meeting
December 15, 2014

The meeting was called to order at 5:07 PM by Nancy Baker. Also attending were Kathy Brundage, William Cassidy, Nancy Head, Robin Julian, Kimberly Ayers, Library Director, Amy Lapointe and Alternate Dick Martini.

Guests: Craig Fraley, Tom Mortimer

The minutes of the November meeting unanimously approved with the following correction: *Omission of Robin Julian's name, she was at the meeting. And under space planning it was Amy and Sarah Leonardi, not Amy and Ruslyn.*

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy spoke with other libraries in the GMILCS group and everyone is seeing the trend of a drop in circulation. However, programming is up. GMILCS, headed by Amy, will spearhead a more detailed set of questions/metrics that the group will investigate in more detail.
- **Programming:** New Children's room programs will include languages and piano music. Piano teachers in the area will have a few of their students play in the background in the Johnson room.

Children's Programming:

Dec. 16 – holiday stories & craft

Dec. 30 & Fri. Jan. 2 – movie matinee for kids

Thurs. Jan. 15 – paws for reading (new dog)

Adult Programming:

Tues. Jan. 6 – International art crime with Anthony Amore

Sun. Jan. 11 – Bill McGoldrick acoustic duo

- **Collection:** Staff have been discussing how to best promote book display, placement as well as tying into upcoming programs. The staff thought that the vestibule would be a good place to put the community notices. That would free up that wall space to promote library program notices only. The staff wants to greatly reduce the number of items on the doors to 1 or 2 items. The Trustees discussed the possibility of moving the plaque in the entry way, but the general feeling was that we need to carefully consider where it could be moved. Robin wants to have a set location for collection boxes (for toy drive, coat drive, Halloween collection, etc.) and perhaps *standardize the boxes/ have something built* in order to improve the overall appearance.
- **Library Software:** Staff will be testing a new Polaris Leap library platform <http://www.iii.com/products/polaris/polaris-leap> on the training DB. The library is also investigating Zinio magazine software which supports simultaneous use by patrons which most other magazine software does not. The staff is currently using a trial version. Cost is an annual platform fee + subscriptions to magazines. Fees are based on population. GMILCS is looking into sharing the cost.

- **Town:** Amy has been attending the Village Strategic Plan meetings.
- **Building:** The town electrician took down the electrical pole that had been an obstacle in the main room, added some outlets, took out electrical wiring from little wall so the wall could be removed, etc. He changed position of outlets in the vestibule. There are still a few remaining items which need to be addressed in the staff room, but the majority of the issues have been cleaned up. Now the carpet people can come back and finish up.
- **Technology:** The library will participate in the EDGE Initiative assessment technology survey: *“The Edge Initiative was developed by a [national coalition of leading library and local government organizations](#), funded by the Bill and Melinda Gates Foundation, and led by the Urban Libraries Council. It was created with the vision that all people should have opportunities to enrich and improve their lives through open access to information, communication, and technology services provided by public libraries. Edge is a groundbreaking, first of its kind management and leadership tool, helping libraries create a path for the continuous growth and development of their public technology services.”* <http://www.libraryedge.org/about-edge> Amy gave Kim a copy of the Assessment Workbook to review.
- **Friends of the Library:** The Holiday Book Sale has been successful, with new books being added to the sale table daily. The children’s books with Beanie Babies attached and book gift baskets were well received. Amy talked about how purchases through the Amazon Smile page results in a percentage of the purchase total to be paid to the FOL.
Upcoming Friends events:
1/27/15 MFA Trip
3/28/15 Trivia Night

TREASURER’S REPORT:

The library is in good shape on expenditures vs. budget.

There are two CDs coming to maturity. Bill made a motion that we put \$15K from the Boardman account into the Vanguard account. Ted seconded, and the motion was unanimously approved. Before deciding where to put the money from the other account Bill would like to look at the remaining expenses for the renovations. Amy will prepare a document to review at the January meeting.

Ted doesn’t like the fact that the money has to go to the gift account when being transferred from one investment account to the next, since it shows up as income despite the fact it is money we already have and it skews the numbers. ***We need to investigate if there is another line item we could add to make this clearer.***

Gifts: \$100 from patron who was happy that a credit card was returned. Kathy moved to accept, Bill seconded, and the motion was unanimously approved.

TRUSTEE REPORTS:

Building and Grounds: nothing to report

Technology: Kim is still *researching bandwidth in neighboring towns*. Once we have more data we can discuss costs of increasing bandwidth speed and whether it is cost effective and/or necessary to upgrade.

OLD BUSINESS:

Space Planning:

Drapery samples have been dropped off, but Amy is still waiting for a sunny day to get a better idea of colors.

Trustees reviewed the quote from J&R Langley of Manchester, NH for

- (1) Drapes for the Archives Room
- (2) Pleat panels for Amy's office
- (3) Shades and shades fascias for Periodical Area & Office
- (4) Shades and shade fascias for the Computer Area.

Amy will get a second quote from Geodeke.

Collaborative educational programming: Minecraft Club session 2 will start in JAN. 7th. There are already 12 kids on the waiting list. *Kim will put a letter out asking for laptop donations* if they meet minimum requirements needed to play Minecraft as there are a few kids at each session who would like to try the PC version but are unable to due to the library PCs lack of horsepower.

Mineral Collection/Recreation Dept status update: Tom Mortimer found a ready-made display cases for sale in North Andover, MA for \$500 each. One case would accommodate the entire box collection. From Tom's email:

These cases were purchased as a lot about 6 years ago for \$1200 each. We can buy one for \$500. These are very solid, commercial grade, display cases.

Details

Size: 60 length 42 high, 20 wide (inches)

Weight: I would guess about 150 to 200 lbs.

Glass Top: Plate glass. Top 12 inches of case, with sliding plate glass, lockable doors

Lighting: LED strip, industrial (metal shielded cable) internal wiring. (demonstrated to be working)

Material: 3/4 press-board with simulated wood grain finish.

Drawers: Two, lockable, 4 inches deep, full extension, triple-track guides.

Storage: Lockable, 3/4 thick, sliding panels. (removed at the time of my viewing)

Condition: Very good to excellent.

See Appendix for photos.

Robin moved that we buy the display case for \$500, Ted seconded and the motion was unanimously approved. Craig said the Rec Dept. could pick up the case sometime after the New Year. Tom estimates that approximately 15% of the collection could be displayed under the glass, and 25% could be held in lockable pull out drawers. The rest would be contained in the storage portion of the case. Tom will ask SHS to provide some

volunteers to help with creating labels for the specimens with names, localities, etc. Tom will also work on the logistics as to who to make out the check to, the pick up date, etc.

The Trustees thought it would be a good idea to put some of the rocks in the display case in the library with a message to visit PMEC to view the rest of collection as part of a PR campaign about the gift and its new home at the PMEC.

3D Printer Grant Applications: We are supposed to hear back from Cubify regarding the grant application for 3D printers in December, but have heard nothing yet. Kim and Amy both spoke with Kathy Cook who said the proposal was clear and complete. She said we will hear back from Bean Foundation in mid to late February. In the meantime, Kim will look for other organizations to submit the grant proposal to.

NEW BUSINESS:

Budget: Mike Akilian was asking all departments to try and cut their budget. The Trustees reviewed the overall town budget changes proposed by the BOS. The suggested change to the library budget is a reduction of \$3,092. Ted moved that we accept the operating budget of \$865,309.02, Kathy seconded, and the motion was unanimously approved. Amy texted the Board's approval of the reduced budget to Jim O'Mara so the BOS would have the information in time for the 6:00pm 12/15 BOS budget meeting.

Photo donation: The Nipmugs are interested in donating 5 framed photos of the library to the library. These could possibly be put in the Archives Room. We let the Nipmugs know that we are interested.

The Meeting was adjourned at 7:10 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: January 12, 2014

DATES TO REMEMBER:

Library will close at noon on 12/24 and be closed 12/25 & 12/26.

It will close at 3:00pm on 12/31 and will be closed 1/1/2015.

These meeting minutes were unanimously accepted as submitted on 1/11/15.

APPENDIX

