

Minutes of the Amherst Library Trustee Meeting
May 20, 2014

The meeting was called to order at 6:05 PM by chairman Nancy Baker. Also attending were Kathy Brundage, William Cassidy, Robin Jullian, Ted Krantz, Nancy Head, Kim Ayers and Amy Lapointe, Library Director

Visitors: Dave Hallenbeck

The minutes of the April 21st meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics.
- **Programming:**
Intro to Genealogy and Family History program will run for 4 nights in June.
The Summer Reading session will run for 7 weeks. Theme is "Fizz, Boom, Read"
There will be more programming for adults this summer.
- **Town:** Hired Craig Fraley as new Recreation Director. He starts around June 23rd.
- **Collection:** Nothing new to report.
- **Circulation policy:** Amy wants to update the current "excessive fines" definition of \$3 to \$5. Ted motioned that we accept the change, Bill seconded. The motion was unanimously approved.
- **GMILCS:** There will one day of planned downtime to update some software.
- **Staff:** Amy and the staff interviewed 17 applicants for 4 page positions. All of the candidates were very professional and poised. Amy asked the trustees to approve the following hires for the page position: Alison Bowman, Abigail Shulte, Sam Bannon, Sara Birse. Kathy moved to hire the candidates, and Robin seconded. The motion was unanimously approved.
- **Friends of the Library:** The Student Art Show was a great success. The door count was 950, despite it being Mother's Day. Most of the visitors were attending the Student Art Show. In contrast, the previous Sunday had 150 visitors. This is the 2nd year that the show was juried.
The Friends received a \$2000 anonymous gift.
This year the Friends have allotted \$10,000 towards library purchases. Plans are to purchase an AED, step stools for the stacks, book drop – second cart for excess capacity, updated packaging for the children's materials that hang and display unit for the children's room.
- **Mineral Collection:** There are many details that still need to be worked out. Nancy B. will start asking PMEC if they might be interested in displaying the collection at their facility.
- **Holiday Hours:** The library will be closed for Memorial Day. Summer Hours begin Sat. June 14.

TREASURER'S REPORT:

\$125K is in an escrow account for renovation expenses. Checks have been issued for the \$20k down payment for carpet, and the \$16K for painting.

Gifts: There were no new gifts.

TRUSTEE REPORTS:

Space Planning:

Furniture: We need to make a decision. All the quotes are in. We need furniture for the Archives Room ASAP.

There is an 8 week lead time for shelving. It was agreed that the stacks and circulation desk should come from Tucker to preserve compatibility with the existing items.

However, the trustees do not want to purchase all the items on the quote submitted from the vendor. The space planning committee will break out the items needed for immediate purchase such as stacks, shelving, and circulation desk. Bill moved to give the space planning committee the authority to spend up to \$45K on Tucker products. Nancy H. seconded. The motion was unanimously approved.

Buildings and Grounds: The carpeting people coming THU, May 22 to help sort out an implementation schedule. The electrical work for the new floor outlets needs to be finished first. The floor outlets installation will start June 6th. The goal is to minimize the amount of furniture movement.

Technology: Nothing to report.

Advocacy: Kathy, Nancy H., Nancy B., and Robin met to discuss how best to present the renovations to the public. Kathy and Amy are working on a poster. The plan is to offer "gentle" publicity. We will put nothing in the paper at this time as we do not have solid dates at this point. The plan is to make a detailed press release towards the end of the project.

OLD BUSINESS:

Collaborative Learning:

Kim gave a Minecraft workshop update. Nearby libraries such as Rodgers Memorial Library (Hudson), Nashua Public Library and the Taylor Library (East Derry) all have Minecraft programs. Kim spoke to the teen librarian at the Rodgers Memorial Library about the program and plans to speak with the children's librarian as well. The teen program is more free form play whereas the middle school students have more guided play.

Preschool in the Village is offering a week long summer camp taught by LegoYourMind on Minecraft. Kim plans to get more information on that format as well. Kim will prepare a poll to get more feedback from the community to ascertain if there is enough interest, what would be the best time of day, etc.

Amy expressed concern about resources both financial and staff. Teen programs have been tried but are not usually well attended. There are lots of other activities such as sports, band, clubs that take up teens' time. The question is, do we take resources from other programming or increase

the budget for teen programming? Perhaps we can ask retired technical people from the community to help drive/monitor. We can also try to get some cooperation from the schools.

NEW BUSINESS:

Facilities Maintenance Plan - Amy suggested we put together a facilities maintenance plan that would have a detailed plan as to how often we would paint, clean the windows, replace the carpet, etc. That way we could plan for the costs over multiple years.

NHLTA Conference report - Everyone spoke about the sessions and what they thought.

Book Shed – The book shed at transfer station needs volunteers to help to maintain it. While not the responsibility of the library, a concerned patron asked Robin if she knew someone who would take over the job. Bill and Blanche Wickman had been overseeing the job for many years but are no longer able to do so. Nancy H. will ask the Friends if they can help run it. They will need a volunteer sign-up sheet, directions on what to do, signs.

The Meeting was adjourned at 7:57 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

The next meeting is June 16 at 6:00 PM

DATES TO REMEMBER:

June 14: summer hours begin

May 20, 2014 minutes were unanimously approved on 6/16/2014