

Minutes of the Amherst Library Trustee Meeting
August 18, 2014

The meeting was called to order at 6:06 PM by Robin Julian. Also attending were Kathy Brundage, William Cassidy, Ted Krantz, Nancy Head, Nancy Baker, Library Director Amy Lapointe and Alternate Dick Martini.

Guests: none

The minutes of the June meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics. Door count was very low (down 50%). Amy is having the door count vendor check the calibration of the device. Construction, road work may have contributed to the low numbers. Circulation was down 17%. But July 2013 is significantly higher than other months of the year. *After meeting note: Amy spoke with the door counter vendor and found that the device was indeed malfunctioning. The data was being collected but not "pushed" to the database. The actual door count was 10,200, much closer to what we expected.*
- **Summer Programming:**
Adult evening programs were well received. Ted Reinstein's (TV's Chronicle reporter) program "New England Notebook" was very popular, with many patrons commenting that it was the best program they had seen. There were six evening programs for adults in July.
Teens: There were slightly more participants than previous year.
Children: 553 children signed up to participate in the summer reading program, which was similar numbers to last year. There was a drop in the # of kids who came back for prizes. The same # of kids finished a booklet as last year. Also very similar # of hours read: 8190 hours. The Wednesday morning programs were well attended. These were science themed and lots of fun. However, the "Read to your librarian" sessions were not well attended.
- **Fall Programming:** The children's room will be adding an *evening* story time, and a WED morning story time in order to offer a full range of options for PM, AM kindergarten, as well as different preschool days (some schools have M, W, some are T, TH). The new story times meant we had to bump a few groups which had reserved the Johnson Room during those times. The groups were all very understanding and most were able to simply change their dates. One group may move to Clark-Wilkins multi-purpose room.
- **Town:**
Dwight Brew asked Amy if the library can turn some of the library parking into handicap parking for the 4th of July. Nancy H. pointed out that the parking lot in front of the Carriage Building is ALL handicap parking. Perhaps better

communication is needed between the 4th of July Committee and the Board of Selectmen.

There has been multiple finance/payroll/benefits mistakes including errors to people's pay. The Finance Director resigned, and Deb Bender (?) is the interim finance person.

EMS Director, Brian Gleason, resigned.

The Board of Selectmen is organizing a Village Strategic Planning Committee which is headed by the Mike Akillian. The group will work with the Nashua Regional Planning Committee. The library was asked to participate. It was decided that Trustee board members will rotate responsibility for attending. The Amherst EMS Dept. will provide AED and CPR training for library staff this week. Half the staff will be trained for 2 hours this week. The remaining staff will be trained at later date TBD (depending on schedules).

- **Collection:**

In late June Angela Brown won \$510 worth of materials from Books on Tape (CDs).

The library exhibited some senior projects for the first time. The staff and Trustees will work with SHS to do this again for next year.

Simon & Schuster ebooks are now available, but check-out includes a "buy-it" button. Library journals have given this topic a lot of discussion. But Amy feels that the "buy-it" button is not too intrusive.

Two new museum passes were donated by the Garden Club: Fells Historic Estate & Gardens and for the Tower Hill Botanical Garden.

Self-service hold shelf has been implemented. One change is that the staff will no longer notify patrons that the book is available by email AND call (must specify which).

- **Building:** There have been power issues due to a rash of electrical storms. The elevator needed to be reset and we had to purchase a new phone system. The library now has battery and surge protectors. DPW is investigating options for handling issues with the current 3-phase power system.
- Picture rails have been installed (purchased by the FOL). The next exhibit will be hung using these.
- **Staff:** Three of the part-time staff members will be retiring:
Sue Olsen – will keep processing the bills (a few hours a week) for the library.
Katie Graybill (~12 hours/week)
Vicki Durzy (~12 hours/week) will retire soon.
Jane Pollio stood out from our pool of candidate from our previous candidate search and Amy recommended we hire her.
Robin moved to hire Jane, Nancy B. seconded and the motion was unanimously approved. We will need to hire 2 more folks just for coverage of the circulation desk. Sara Martina will be taking on some of the additional programs in the children's room.
- **Friends of the Library:** There were no meetings in July or August.
- **Holiday Hours:** Regular hours resume 9/2/2014

TREASURER’S REPORT:

We recently had expenses for the following:

- \$170 for alarm company
- \$3750 for additional electrical outlets

Bill motioned to authorize spending from the capital reserve fund for above electrical work, and Nancy H seconded. The motion was unanimously approved.

Ted motioned to authorize spending \$9,096.78 to LightTec for replacing the light fixtures upstairs and light bulbs (to energy efficient bulbs) throughout the facility. Bill seconded and the motion was unanimously approved.

We currently have \$86,445.00 remaining in building fund for renovations. There is \$44,127 in Building Capital Reserve Fund.

Gifts:

Books on tape: \$510.00

Museum passes funded by Garden Club: \$225.00

Friends of the Library Gifts (see table below)

Item	Value
for arts & crafts in children's room	\$220.00
summer reading program	\$600.00
children's book display	\$206.96
2 Kingsley bookdrop bookcarts	\$3,298.00
10 step stool with handrail	\$409.90
media pouches	\$467.99
media pouch hooks	\$182.08
bookdrop slots, 2	\$250.00
AED	\$1,999.04

Robin moved that we accept the gifts totaling \$8,368.97, Kathy seconded and the motion was unanimously approved.

TRUSTEE REPORTS:

Building and Grounds: See above discussion on electrical issues under Library Director’s report.

Technology: Milford has a 3D printer on loan from some manufacture in MA. Amy has asked Cubify to demo 3D printers at the NHTLA fall technology meeting.

Program: Laszlo Gardony and John Lockwood booked for the November 2nd Boardman concert at 5pm.

OLD BUSINESS:

Space Planning: Things are going well. The staff and patrons have been very accommodating. People love the openness, as well as the new location of new fiction. Nice new furniture is now in the old archives room.

The tucker installation has not been seamless. Things were not flush, the shelves were not level, etc. We will get replacements for items which could not be fixed. Another issues is that the book cases don't truly hold 5 shelves of hard cover books (if shelved spaced evenly, then only hold 4.5). However, Tucker has been really responsive to our requests.

Amy requested additional expenditures:

- \$472 for 8 - 30" shelves for periodicals. Bill moved, Ted seconded and the motion was unanimously approved.
- \$202 for an end panel to cover the rough granite end of circulation desk. Nancy B. motioned, Bill seconded and the motion was unanimously approved.

Outstanding Items:

- Need to pick upholstered furniture. Kathy is investigating with Trinity. The sales rep. may be able to show us an installation. Other quotes were from Demco and Pimco, but non one liked them as much. Tucker is very expensive.
- Will order self-check out soon.
- Need to re-hang some of the permanent art collection
- Lighting fixtures: We still need to pick a fixture style. Eric will drop off some samples. If folks have pictures of examples of styles they like, that would be really help.
- Need the following custom built items : "L"-shaped counter top in old vestibule, copier cabinet for storage in copy area, counter behind the new circulation desk. Amy got a quote from Guiles Woodworks of Milford for \$3600. This was the same as the Tucker quote. We will probably go with the local guy when we are ready for this step.

Report of Strategic plan update: The committee made some progress. A revised copy will be forward via email to the Board. The Board was asked to provide feedback/comments.

Mineral Collection/Recreation Dept status update: Rec is excited about it. Need to create a document for loaning the collection. Need to add some stipulation on building a cabinet. Nancy B. and Amy will draft something. Will invite Tom Morimer.

Technology: Will start the Minecraft club in November due to sports conflicts. Kim plans on opening the club up to all grades.

NEW BUSINESS:

Clock repair: Received quotes from Delaney Antique Clocks and Dolan Antique Clocks but neither seemed capable of handing the entire job. The Best comprehensive quote for woodwork repair of bonnet and fixing the clockworks was from Dug North, Antique Clock Repair of Lowell, MA of \$1195.

Nancy H. will get second estimate from John Andersen, Milford.

Friends of the Library Book Sale: Nancy H. passed around book sale sign up sheet.

Staff Meeting Refreshments: Robin suggested we bring refreshments to the Sept. staff meeting. Amy will let us know the dates.

DPW: Amy wants to do something nice to DPW. They have been very quick and responsive to all our requests during this renovation. We decided to make a bunch of cookies. Drop off at library on 22nd.

The Meeting was adjourned at 8:35 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

The next meeting is September 15 at 6:00 PM.

DATES TO REMEMBER: Book Sale Sept. 13, 2014. Book moving on Thu, 9/11 with sorting Fri, 9/12.