

Minutes of the Amherst Library Trustee Meeting
October 27, 2014

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

Guests: Tom Mortimer

The minutes of the September meeting were unanimously approved with the following correction: *Only Robin went to Milford Lighting, not Kathy.*

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Circulation is down. However, the number of active patrons is steady, and the door count is high. This is probably due to the adult programming which has been well attended. Amy asked the board to recommend statistics/comparative numbers that would be useful to see going forward.
- **Programming:** Adult programs are off to a great start. The Fall Newsletter was mailed to all town residents. While not the primary information source for most patrons, it is always well received. New this year was a 1-page pull-out of all the children's programs so that folks could tack to their bulletin board or such.

Kids

Evening story time: Working parents have thanked Miss Sarah for offering a program at a time slot which they can attend.

Come and Build: (marble runs, magne-tiles) meets once a month. 17 kids attended the last meeting.

Adults

10/29 *Ansel Adams*; 11/5 *An Evening with Michael Blanding, "The Map Thief"*; 11/11 *Health Insurance Marketplace* (runs every TUE).

- **Town:** The dates for the Amherst Village Strategic Planning meetings have been posted as follows:
Monday, November 10, 2014 – 6:00 pm
Thursday, November 13, 2014 – 6:00 pm
Monday, November 17, 2014 – 6:00 pm
Tuesday, November 18, 2014 – 6:00 pm
Monday, November 24, 2014 – 6:00 pm
Tuesday, November 25, 2014 – 6:00 pm (if needed)
New Finance Director has been hired: Lisa Ambrogio
- **Collection:** The YA book shelf section has been rearranged, and additional shelving has been added. This area is much more open. Sarah H. also rearranged shelving in the children's room as well. The new configuration makes literature, folk tales more viewable/accessible.
- **Strategic Goals:** Include use of manipulatives for children: this is met with the new *Come and Build Program*. Add a self-checkout unit – this is coming very soon.
- **Professional Update:** Multiple staff members attended professional conferences.

CHILIS fall conference – Sarah H. attended
READS fall conference – Sarah L. attended
NELA conference – Amy attended
Main speaker was a futurist www.garrygolden.com/nela2014. His talk mentioned that while lots of things are changing, 80% of your library experience will not change. Other sessions were: Advice for librarians on self-publishing, Digital Public Library session, Library Reads – like Indie Picks – but top picks by librarians each month. Leveraging Social Media session, Internet Privacy session, Sarah McLean (romance novelist) also gave a very entertaining talk. Second AED/CPR training scheduled for 11/13.

- **Friends of the Library:** FOL reception on 11/9 from 4pm.
- **Halloween:** Sarah, Sarah and Sue will be “Super Librarians” in costumes.
- **Holiday Hours:** The Board reviewed the 2015 Holiday & Closed days list. Kathy made a motion that we approve the schedule Amy presented. Nancy seconded, and the motion was unanimously approved.

TREASURER’S REPORT:

Expenditures and income are on track for the year.

There are two accounts coming up for renewal which are currently held at Hampshire First Bank. Bill proposes that the board put into the Vanguard Prime Money Market since it is doing quite well. He will ask for a motion on this next month when the money is transferrable.

Gifts: Marguerite Boardman made a \$100 gift. Kathy moved to accept, Bill seconded, and the motion was unanimously approved.

TRUSTEE REPORTS:

Building and Grounds: nothing new to report

Technology: nothing new to report

Program: nothing new to report

Boardman Concert: The board was asked to sign up to bring refreshments. The Friends are already supplying some items. Set up is a noon. The bench honoring Helen Rowe and Don Holden will be delivered day before the concert. This is the 20th Annual Boardman concert.

OLD BUSINESS:

Space Planning:

Lighting - There is still more electrical work that needs to be done; staff area needs floor outlets, circulation desk area needs some changing of outlet positions, etc. The LEDs light fixtures that were just installed don’t have dimmers. Eric/Ron is looking into the cost to add this feature.

Furniture - We are still waiting for an estimate on the upholstered furniture.

Approximately \$2000/chair?

Kathy and Robin went to Worchester church to see their recent renovations and 4 Trinity chairs and a table. The chairs were very comfortable. They were good for sitting back or forward, and easy to get in and out of. The Board thought we should buy 4 chairs and a table initially if price comes in at around \$2000 each. We will wait to buy others and perhaps try to get donations to fund the additional furniture.

Window treatments – These are needed for archives room, Boardman room and staff areas. Amy will get a quote.

Custom Woodwork items

Amy presented cost estimates for custom woodwork items from Giles Woodworks of Milford. These items are: counter top in old vestibule, small surface behind circulation desk, cabinet next to copier and chair bar stools for the old vestibule. Ted moved that Amy purchase these items for a total of \$3600, Bill seconded, and the motion was unanimously approved.

Amy has furniture to get rid of: cart with wheels, wooden LP trough, and one big table. Amy and Kim will try to sell these items.

Space Planning: Lighting/Furniture/Next steps:

We have \$72,902.22 remaining in the Building Capital Reserve Fund and an additional \$23,871.09 expenses already committed.

Mineral Collection/Recreation Dept status update: Amy will follow up with Craig Fraley. Nancy B. will type up the list of minerals and draft a standard loan agreement (based on template a document from the Currier Museum). Nancy H. will look into the possible cost of constructing the display case.

Collaborative educational programming: Minecraft club starts next week. There are only few sign ups, but press release going out to Wilkins and AMS weekly parent newsletter this week and Sarah L. will also include in Library email newsletter.

NEW BUSINESS:

3D Systems donation of 3D printers to libraries and Museums: Kim will go ahead with 3D Systems/Cubify application for 2 3D printers. Deadline in 11/17/2014. Kim will send Grant outline to board. This will need to be boiled down to fit the application questions.

The Meeting was adjourned at 8:06 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: November 17, 2014

DATES TO REMEMBER:

FOL Reception 11/9 from 4:00pm.

Library closing at 5:00pm on WED, November 26 and closed November 27 and 28 for Thanksgiving.

Final draft unanimously approved on 11/17/14 after spelling error "Binding" corrected to "Blanding".