

Minutes of the Amherst Library Trustee Meeting
February 18, 2015

The meeting was called to order at 6:08 PM by Nancy Baker. Also attending were Kathy Brundage, William Cassidy, Robin Julian, Kimberly Ayers, Nancy Head, Library Director Amy Lapointe and Alternate Dick Martini.

Guests:

The minutes of the January meeting unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** circulation numbers are down for both adult and juvenile books. Amy is polling other libraries in the area to find out how their statistics are faring.
- **Programming:** Adult programming has been very well attended, up 19% this month. We have had to turn people away from a few programs but having the programs on the first floor and can accommodate a lot of people. Nancy H. brought up putting a closed circuit TV in the Johnson Room. Amy mentioned the possibility of offering a second session, which maintains the small town ambiance, but it doubles the cost. Having programs offsite such as at Clark-Wilkins was mentioned but the concern was the programs would lose some of the appeal and intimacy.
March – Way with Words theme.
- **School Vacation** – Some programs include: Read to Jasper the Guinea Pig, French for Kids, Milk and Cookies Party, and a Come and Build Session. Next month the library will start offering German for kids.
- **NH State Library:** NHSL has a union catalog which allows members to see which libraries have a specific title. They currently use an outdated automation system: Polaris. Libraries must spend too much time and effort to remove titles from the database that have been removed from their collections. The State Library does not appear to be looking for funding to update the system. Frustration is growing among the libraries throughout the state.
- **Town:** Amy received a copy of the Audit Management Letter. Amy passed it around. The main procedural recommendation is that Amy is supposed to sign everyone's time sheet. The Town Report is on route to the printers and the Voters Guide will be distributed in the Amherst Citizen.
Amy shared the Summary of Benefit Changes that the town has implemented for all employees. Life insurance costs have increased a bit, the 457(b) Valic increased employer match to 4.5% of salary.
DPW has shoveled the roof twice (actually snow-blown). They have removed ice hanging from the doors, etc. A few people have fallen due to the snow, but there have been no major injuries.
There was a hit and run accident – a library page's car was hit. There were witnesses and the police are investigating.

- **Personnel:** Shannon Daniel gave her notice. She has too many other commitments. The library is starting to advertise the position and contacting top candidates that we interviewed back when we hired Shannon.
- **Friends of the Library:** The MFA trip has been rescheduled to TUE 2/24. SAT 3/28 is Trivia night. The FOL is still seeking sponsors for Student Art Show frames.

TREASURER'S REPORT:

The Town and therefore library are changing the procedures for making payments. The existing procedure was to move money from the concentration account to the disbursement account and the expend funds. Now the bank has combined these into to a single account.

The Treasurer added \$15,809 to the Vanguard Prime Money Market from the Boardman CD, split across the accounts in as follows:

REITIXAD	\$5,809
High Dividend	\$5000
MidCap	\$5000

This amount is reflected in the Library YTD report in the Programs/Meetings line.

The Mass Investment Trust is frozen. Bill has to prove that the certificates are lost, look up the number associated with the account at Town Hall, etc. in order to get access to the funds.

The funds managed by the town have earned about 10% in 2014.
There is approximately \$400K in all accounts.

Gifts: \$250 was given by the NH Humanities council for the Evolving English program. Kathy moved to accept, Robin seconded. The motion was unanimously approved.

TRUSTEE REPORTS:

Building and Grounds: nothing to report

Technology: nothing to report

Library advocacy: Robin suggested we start to sound out possible successors for Trustees not running for re-election. She would like to invite Steve Mantius who has expressed interest to next meeting. He has financial experience. Kathy will invite Rande Neukam. We need to start thinking about strong candidates.

OLD BUSINESS:

Space Planning: Kathy presented new quote for chairs in archives room. The price is much more competitive than other quotes. Kathy presented fabric samples. The dark blue pebbly fabric was liked by most of the board.

The board proposed we purchase 4 chairs and see how we and the public like them.

Two quotes for window treatments:
Goedecke – between \$5500 - \$6200
JR Langley - \$7,531

Lighting: No one agrees on style. Ted thinks we should wait until 100W LED bulbs are available.

3D Printers: Kim went through action item list. A press release announcing the 3DSystems and Bean Foundation grants will be in the Feb. 25th issue of the Amherst Citizen.

Robin will write thank you letters to 3DSystems and The Bean Foundation.

Nancy B. will draft the 3D Printer Policy Document.

We still need to assign a “Documentarian” to document our programming, public attendance, write updates, track 3D printer usage, etc.

Nancy H. and Kim are recruiting Core Volunteers for initial training.

We are waiting for check from the Bean Foundation.

Printers were ordered from Cubify/3D Systems. There are tax documents we need to return to them once the printers arrive.

Mineral Collection: Craig says the loan agreement looks fine. Nancy B. will print agreement out on library stationery and sign the agreement. Robin will oversee the handoff.

NEW BUSINESS:

Amy’s maternity leave preparations:

Amy’s little girl is scheduled to be delivered on April 7th. Amy will be on maternity leave through July 4th.

Based on past experience Amy is divvying up labor and responsibilities, assigning point people for different areas.

At 7:58pm Kathy moved to go into non-public session as per RSA 91A-C. The motion was seconded by Bill.

Roll call:

Nancy B. – yes

Nancy H. – yes

Robin- yes

Kathy - yes

Kim – yes

Ted – yes

Bill – yes

The motion passed.

NON PUBLIC SESSION started at 8:00pm.

The Library Board of Trustees came out of non-public session at 8:08pm.

Kathy moved to seal the minutes of the closed session indefinitely. Robin seconded. The motion was unanimously approved.

The Trustees appointed Sarah L. as Acting Director during Amy Lapointe's maternity leave.

The Meeting was adjourned at 8:40PM.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: TUE March 24, 2015

DATES TO REMEMBER: FOL Trivia Night March 28 at 5:30pm

The meeting minutes of the February 18th meeting were unanimously approved on March 24, 2015.