

Minutes of the Amherst Town Library Trustee Meeting
May 20, 2015

The meeting was called to order at 6:00 PM by Nancy Baker. Also attending were Kathy Brundage, Robin Julian, Kimberly Ayers, Nancy Head, Alternate Steve Mantius and Acting Library Director Sarah Leonardi.

The minutes of the April meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** The door counter is working again. 952 people attended Student Art Show.
- **Programming:** Summer Reading Program will run from June 15 – August 7. Sarah and Sue will do outreach to the middle school to promote it.
- **GMILCS:** Overdrive integration is topic of tomorrow's board meeting. eBook records are problematic. The software upgrade is THU May 28 so the library catalog will be offline all day. Now patrons can designate an "associate patron" so that a spouse or other designated person in their record can pick up a book on hold. Patrons can manage this themselves.
- **Town:** Doug Mcallister of the Town Hall Infrastructure Committee is looking into standardizing on Comcast services for all town departments. The Library has 4 phone lines (security line, elevator line and 2 phone lines). This is still in the beginning stages. The Library Board of Trustees decided to move forward with the quote we have from Comcast independent of the town. (SEE TECHNOLOGY SECTION BELOW) If it is worthwhile to change over to a town plan at a later date we can review that then. Currently the bill for all Fairpoint phone lines go to town hall and are split up by department.
- **Building:** The fire extinguishers were inspected, J.P. Pest Services treated foundation, and DPW will wash the exterior windows.
- **Personnel:** Sue Olsen gave notice that her last day will be June 30. She currently handles accounts payable. Eryn Bardsley (page) gave notice June 2 as her last day.
Sarah recommended we hire the following candidates as pages: Claudia Cavanaugh, Madeline Boyea, Julia Unger. Robin moved that we hire the above mentioned candidates, Kathy seconded, and the motion was unanimously approved.
- **Collection:** Jane Martina, Intern, posted an "historical highlight" of her week's discoveries on Facebook.
- **Technology:**
Comcast Business services proposal for the Library includes:
Modem 1: 75 megabit internet connection with 5 Static IPs (recommended by GMILCS), 2 analog phone lines (keeping numbers from Fairpoint), and basic television service (included in the package).
Total cost per month - \$207.70

Modem 2: Separate 50 megabit modem for additional library Wi-Fi traffic.
Total cost per month - \$122.90
Total telecommunications bill for all services - \$330.60 per month.
Currently we are paying \$723 per month for a T1 line, \$14.95/mo. for one static IP and about \$168/mo for our share of the phone lines billed to the Town by Fairpoint.
The Comcast proposal will save the Library approximately \$393/month.
Ted moved that we accept the Comcast proposal, Nancy H. seconded and the motion was unanimously approved.

- **Hours:** Summer hours begin Sat. June 20th.
- **Friends of the Library:** Next Year the FOL will move the Student Art Show reception to the weekend after Mother's Day, which will be May 15. Sunday, June 7th there will be a hold an outdoor Garden Party for town employees, sponsors, Friends, etc. Please join!

TREASURER'S REPORT:

Bill was not present so there was no official report.

YTD Expenditures/Income report: currently at 83% of budget target.

Due to how the new finance software at town hall operates they town prefers that we spend out of town money and then reimburse the town out of Trustee Funds. This methodology is causing the Programs/Meetings line item to run high. Next year the software will be able to handle two sources of funds.

Sarah gave J.R. Langley a deposit of \$3,765.50 for the draperies.

Gifts: We received a \$300 donation from Candice Rapf. Nancy B. moved we accept, Ted seconded, and the motion was unanimously approved.

TRUSTEE REPORTS:

Programs: Kathy is starting to plan for the Boardman concert in early November. She asked everyone to check the calendar in November to make sure there is no conflict with football games, etc.

OLD BUSINESS:

3D printer grants: We have held 10 workshops over the past two months. Kim is holding a debrief meeting with the volunteers next week to discuss best practices, improvements, get a feel of how the volunteers are faring, etc. The next level workshop will discuss 3D modeling and what makes a good model for a 3D printer. More workshops will be scheduled over the summer but with a lesser frequency.

Kim gave reasons why the Board should accept the Folger Technologies printer. Main points were: bigger build plate capable of printer larger objects, open source software giving the user's finer slicing and filament extrusion controls, cheaper running cost as filament costs \$20 for 1000g vs. \$45 for 300g for the Cubify cartridges.

Ted moved that we accept the Folger Technologies offer of a 3D printer, Robin seconded, and the motion was unanimously approved. The Board needs to prepare a receipt. At the join Friends of the Library/3D Printing Initiative 4th of July booth, we will prepare 3 signs: (1) Main sign with Library logo thanking the Bean Foundation, (2) Thank You Folger Technologies sign, (3) Thank You 3D Systems sign. We need to take photos of 4th of July and of workshops.

Space Planning:

Chairs: Kathy signed the quote \$4,973.40 and a check was requested. Once the manufacturer has received the payment the chairs will be built.

The Friends of the Library have extra funds and have put aside \$5000. The wish is to purchase something visible and meaningful. They are looking for suggestions. One idea proposed was purchasing new seating for the area by the garden area.

The FOL is also interested in expanding the book sale book cart and would like to have a larger space.

Longer term the Friends would like to have a Library wish list. This could also be made available for potential donors. The Library staff and Trustees will put together a list of need to have and nice to have items.

Action Item: Schedule a strategizing session to follow up.

=> At the beginning of the June 15th meeting the Trustees will do a “walk about” of the outside of the building to check the structure, roof, painting, tree trimming, etc. in order to put together a maintenance plan.

NHLTA Annual Conference:

The main take away from those who attended the conference was:

Emphasis has changed for libraries from a repository to a center of life-long learning.

To meet this new challenge, staff needs ongoing training. The Board needs to have a plan for the staff training and better cross-training. We need a more proactive plan as the board for building maintenance, staff training, and learning about emerging technologies.

Action items:

- (1) Get input of staff for 3 year strategic plan on personnel reviews, training, direction of the library, etc.
- (2) Try a few different meetings/ joint activities that will get staff and trustees together more so we can get to know each other & share ideas.
- (3) Kim will give staff 3D Printing training next WED at the 8:30am staff meeting.

NEW BUSINESS:

Staff resignation/staffing proposal: Sarah presented a job description for a part-time person that would undertake the book keeping tasks currently handled by Sue Olsen and some administrative tasks. Sue is currently working about 4 hours a week just doing

accounts payable. This person could also do payroll, statistics, preparing W-9 forms for a performer, etc. The new person would need to work about 5~6 hours a week.

We discussed outsourcing vs. in-house but decided that it was better to keep this position in house in order to build a relationship with Town Hall, etc.

Ted moved that we authorize Sarah to engage a part-time bookkeeper/administrative assistant for up to 6 hours a week at an hourly wage between \$15.50/hr (Grade3/Step 1) to \$17.39/hr (Grade 5/Step1). Kim second and the motion was unanimously approved.

The Meeting was adjourned at 8:30 PM.

Respectfully submitted,

Kimberly Ayers, Secretary

Next scheduled meeting: June 15, 2015

DATES TO REMEMBER: June 7th Friends of the Library Garden Party