

Minutes of the Amherst Town Library Trustee Meeting  
June 15, 2015

The meeting was called to order at 6:06 PM by Robin Julian. Also attending were Kathy Brundage, Bill Cassidy, Nancy Head, Ted Kranz, Kimberly Ayers, Alternates Steve Mantius, Dick Martini, Rande Neukam and Acting Library Director Sarah Leonardi.

The minutes of the May meeting were unanimously approved.

**LIBRARY DIRECTOR'S REPORT:**

- **Statistics:** Need to add Nook app for magazines (can be used on Android, iPad) to the circulation statistics. The door counter is still working.
- **Programming:** Summer reading: 90 people signed up on the first day.
- **NHSL:** Michael York answered some questions about the outdated library ILS (Inter Library Loan) system. Perhaps a Union Catalog is not the best system to facilitate interlibrary loan. There may be a better tool. The issue is while the State Library wants to get information out, the state Office of Information Technology is in the process of locking information down. There was discussion of possibly storing the library data in the cloud, not up in Concord. The current system is costing local libraries time (therefore money) due to having to implement work arounds. He told the group that there is "something in the works."
- **GMILCS:** The upgrade of Polaris has resulted in connectivity issues. The GMILCS staff determined that the 7 year old backup domain controller server needs to be replaced.

Some enhancement/options available with upgrade:

- Polaris Leap is the new web client for Polaris ILS that performs public services workflows, such as registering new patrons and checking out items. It can be used on a desktop, notebook, or tablet.
- Auto Renewals
- Approved Borrowers

Trustees discussed the automatic renewal feature and were concerned that this feature may encourage people keep the book for the full 6 weeks even though they may already be finished reading it. The consensus was to not implement this feature. It would be useful to get feedback from other libraries who decide to implement it.

- **Town:** A "Discovery Session" on Springbrook, the new finance software the week of July 20<sup>th</sup>. There will be a Town BBQ for town employees on June 24<sup>th</sup> at the Fire Station.
- **Building:** DPW provided a new entrance mat after a patron offered to replace it herself earlier in the spring. The trash has been overflowing so DPW will check it more often.
- **Personnel:** Amy returns to work after the 4<sup>th</sup> of July holiday. Interest in the Bookkeeper/Administrative Assistant position is strong with 7 applications so far. Sarah will schedule interviews soon. Lisa Ambrosio, Town Finance Officer, has offered to assist in the process.

- **Collection:** GMILCS will begin 3M downloadable audiobook trial in July. The focus of the collection will be new and popular materials.
- **Technology:** The switch to Comcast Internet service is scheduled for Thursday, June 25. The public fax needs an analog phone line, so it will be switched to share the phone line for the elevator emergency phone.  
4 public computers were replaced with new all-in-one PCs on Tuesday, June 9. The software to automatically update computers overnight was configured successfully on one of the units. The others will be configured after Comcast service is initiated.
- **Hours:** Summer hours starts June 20: half day Saturday, closed on Sunday.
- **New England Library Association:** Sarah L. gave a presentation at the Information Technology Section Spring Event, “Reboot Your Library Website” on FRI, June 5<sup>th</sup> in Portsmouth.
- **Friends of the Library:** New board members were elected. There are a lot of new young members on the board. Everyone seems very enthusiastic.

### **TREASURER’S REPORT:**

The budget is on target. It was pointed out that we have underspent from the New Equipment/Capital Expenses budget line.

We still have \$44, 127.00 in the Building Capital Reserve Fund.

We have \$9,582.14 in the CA fund. We need to find out if we can carry this remaining balance.

Usually all unspent funds have to be put back into the BCRF by the end of the fiscal year.

Bill and Steve have questions about the \$40,000 in interest income that apparently can’t be reinvested. They plan to meet with the Trustees of the Trust fund at their next scheduled meeting on July 16<sup>th</sup> at Town Hall.

### **Gifts:**

Donations made in memory of Margaret Crisman: \$100, \$100, \$30

Donation in memory of Veronica Kelly \$50 for an audiobook

Museum passes to the Fells by the Garden Club valued at \$75

\$220 for Arts and Crafts in the Children’s room from the FOL

\$600 for the Summer Reading Program from the FOL

Kathy motioned we accept the gifts outlined above, Ted seconded and the motion was unanimously approved.

### **TRUSTEE REPORTS:**

**Buildings and Grounds:** The walk around of the outside of the building was postponed due to weather. However the Trustees discussed issues they have noticed to date.

Action item: Ted will go over the following list of concerns with DPW.

Building and Grounds Maintenance Items

June 15, 2015

- **Trees Needing Attention**
- Right side, facing library from street: All four trees along the property line need attention. First tree has a dead section, and second tree is dead. Third and fourth trees (maples) have branches overhanging neighbor’s barn.

- Rear garden: It was noted that a tree behind the building's rear entrance is dying. It is leaning away from the library and believed to be on the neighbor's property.
- Left side, facing building from street: Trees along the property line, believed to be neighbors, are overhanging the library roof and causing damage from rubbing. The eaves are scraped bare in areas.
- The viburnum needs pruning.
- The hawthorne needs pruning.
- Ivy needs to be removed from the building.
- The front left corner of the property needs weeding and cleanup.
- **Eave lights**, as observed by Robin, are burning out with unexpected frequency.
- **Side door** (by parking lot) is not working properly. Staff is having difficulty with lock, and there is no weather-stripping
- **Stair railing**, between main floor and lower level, has loose wood rail (screw missing).
- A **roof tile**, first row, near the side door, is broken. There looks to be some rotting wood near the diverter over the original entrance.
- Ted reported that DPW is checking on the condition of the roof and eaves.
- **Building trim work** is in need of repainting. Possibly a new color could be selected, particularly for the original front doors.
- **Library sign** needs attention.
- An **exterior electrical outlet** would be helpful in the area of the original façade.

#### **OLD BUSINESS:**

**3D printer grants:** Kim introduced the new Folger Tech printer. Eight of the 3D Printing volunteers visited Folger Technologies to learn about the machine. There will be two meetings the week of June 22 for the volunteers to familiarize themselves with the printers.

The 3D Printing Team and the Friends of the Library will have a joint booth on the Village Green on the 4<sup>th</sup> of July. We will be demoing 2 of the printers and selling book baskets.

The workshops for patrons will start up again in July after the demo/publicity booth on the 4<sup>th</sup>.

The trustees and staff need to decide on a location for the printer. Noise and odor are considerations. Space is a premium commodity.

Action item: A walk around with staff and trustees to discuss locations will occur on June 23 (TUE) at 9am. This is the date of the next staff meeting which starts at 8:30am.

Trustees volunteered to bring muffins.

**Space Planning:** Chairs have been ordered.

#### **NEW BUSINESS:**

**Strategizing session:** The Trustees need to put together

- wish list for donors
- staff training plan

- strategic plan  
Date and time of session to be determined.

**Mineral Collection:** We need to confirm the Display Case availability for mineral collection in September.

The Meeting was adjourned at 8:09PM.

Respectfully submitted,

Kimberly Ayers, Secretary

**Next scheduled meeting: August 10<sup>th</sup>, 2015**

**DATES TO REMEMBER:**

**Monday, June 22, 2015 at 8:30 AM,** (All Those Registered)  
Annual Seminar on Trust Fund Administration and Statuary Filing Requirements  
Holiday Inn, Concord, NH

**Monday, June 22, 2015, Noon – 5:00 PM,** (All Trustees Welcome)  
3D Printing Initiative “Print Party”  
Johnson Meeting Room

**Tuesday, June 23, 2015,** Library Staff Monthly Meeting  
**8:30 AM** Trustees provide refreshments  
**9-9:30 AM** Trustees join meeting  
Johnson Meeting Room

**Thursday, June 25, 2015, 11:30 AM – 4:00 PM,** (All Trustees Welcome)  
3D Printing Initiative “Print Party”  
Archives Room

**Wednesday, July 1, 2015 at 1:00 PM,** Friends Student Artist Reception  
Brick School  
RSVP [Christine.Farris@mac.com](mailto:Christine.Farris@mac.com) or (603) 667-3160

**Saturday, July 4, 2015,** Booth on the Village Green – 3D Printer Demo and Book Sale

**Thursday, July 16, 2015,** (Bill) Trustees of Trust Funds Meeting