

Minutes of the Amherst Library Trustee Meeting
June 16, 2014

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

Guests: none

Correction to May minutes: It was not DPW, but a concerned patron that contacted Robin about the book shed. Robin motion, Ted seconded, and the minutes of the May meeting were unanimously approved.

LIBRARY DIRECTOR'S REPORT:

- **Statistics:** Amy passed out the monthly statistics. There was discussion on declining website visits numbers. What does the decline mean? Direct emails with links to library programming go straight to Library Insight scheduling site so are not counted. Amy suggested we put together a group to decide what new statistics we may want to look at.
- **Programming:** Summer Reading theme "Fizz, Boom, READ" is science oriented. Amy brought in some cool knick-knacks that will be displayed around the children's room. A summary document outlining ALL programs, from kids through adults, is in the works. Sue and Sarah have been going into the schools to promote the program. There will also be three family story times, and one baby story time during the summer. Also a story time once a week at Baboosic Lake. Some example programs: Read to your Librarian, Spanish, Talent Show, Mad Scientist Workshops, Summer Flower Fairies, Pet Show, etc. There will also be a Make and Take Craft every week.
- **GMILCS:** eCommerce is live meaning that patrons can pay fines via credit card + a \$2 convenience fee. All credit card data is PCI compliant, and no credit card information is stored in the library computers.
- **Town:** Colleen Mailoux has been hired as the new planning director. Matt Conely is interim fire chief. The Trustees need to update strategic plan over the summer. Nancy H., Nancy B., Kim Ayers volunteered to work with Amy to prepare initial outline to present to the board.
- **Collection:** The staff continues to cull the collection. Books are weeded based on condition and circulation (e.g. lack thereof).
- **Building:** The Friends have started purchasing gifts for the library. A complete list with values will be presented at the next meeting so we may vote to accept them. Some items the Friends will purchase are stools with handrails, new book drop carts, media bags, and AED. The staff will require training by Emergency Services on the AED and this will be scheduled soon.

- **Staff:** Amy is working on annual evaluations. Amy's evaluation is usually in the summer. Sue Olsen is retiring in the fall. She currently works 20+ hours a week. Since none of the existing staff want more hours, Amy would like to hire another part-time person to replace her. Amy felt that we could recycle some of the resumes we received from when we hired Lucienne and Sara. Kim advocated we hire someone with some more technical skills in order to support more digital programming to offer middle school boys and teens. Janice (Jan) Shethar, a former library staff member, died in April. Nancy H. and Robin will work on a condolence letter to send from the Trustees.
- **Friends of the Library**
- **Holiday Hours:** The library is closing on 5pm on July 3rd, and will be closed the 4th & 5th.

TREASURER'S REPORT: Bill reported that the budget is in good shape. Income is on target. The money for the carpet and painting bills are in the Concentration Account.

Gifts: No gifts this month

TRUSTEE REPORTS:

Minerals: Nancy told Tom Mortimer that we will address this at the August or September meeting. The newly hired Recreation Director and Jim O'Mara are very excited about the potential of having the collection on display at PMEC. We need to draft a document outlining the conditions for loaning the collection.

Space Planning: The furniture has been ordered. The lightening fixtures/design electrical contractors have not been very responsive so we will try a new vendor. The little wall that faced the entry-way was taken down and now the entry way is very open. New/additional floor outlets have been installed. The carpet installation started over the weekend. The installation plan is in 4 phases, with most of the work scheduled every other weekend. The installers come in Saturday right before closing, and work until early evening. On Sundays APD lets them in. Unfortunately, Phase 1 was not completed in the first weekend so some work will have to occur during regular hours.

Phases mean the staff doesn't have to move too much furniture or stacks. The books in the Reference area are quite heavy so Amy suggested we use "Rent a crate" which rents large wheeled book carts. This would reduce some of the labor and would be safer for the staff. We could also hire some of the pages to help.

Kathy, Sue Ruggiero, and Amy meet with Tucker Furniture to select table finishes/colors.

OLD BUSINESS: There was no old business.

NEW BUSINESS:

Collaborative educational programming:

Kim reported on the Minecraft poll conducted via Survey Monkey. 12 respondents which consisted of 20 children from 1st to 5th grade expressed strong interest. Most kids had their own laptops so we should be able to get by with the 3 library laptops. We would only need to buy 3 user licenses. Weekdays and afterschool were the most popular time slots. Kim would like to

start out as a fairly unstructured, play together in a closed environment (private server) club. Future offerings would include more projects and maybe even some programming if we can find an affordable facilitator. There are 3rd party companies such as LegoYourMind that offer such services. Kim will investigate. The Trustees agreed we should try a 6 week Minecraft Club session in the late Sept./Oct. timeframe. Kim will coordinate with Sarah Hydorn. Ultimately this program needs to be library run, but initially Kim will oversee as a parent. Kim will follow up with Porter Dodge, who mentioned that AMS might be starting a Minecraft club. Kim will prepare (1) outline of curriculum (2) outline of parent info session (3) publicity for next meeting.

The Meeting was adjourned at 8:10PM.

Respectfully submitted,

Kimberly Ayers, Secretary

The next meeting is August 18th at 6:00 PM.

DATES TO REMEMBER: No meeting in July

The meeting minutes were unanimously accepted as presented on August 18, 2014