

Minutes of the Board of Trustees

The Town of Amherst and the Jones Library, Inc.

January 17, 2008

Jones Library's Amherst Room

Present: Trustee Wang, Trustee Holland, Trustee Page, Trustee Turner, Trustee Greenbaum. Trustee Grose (at 7:15 p.m.) Also Present: Library Director Bonnie Isman, Sondra Radosh, Tina Swift

The meeting was called to order at 7:04 p.m.

Motion: To accept the minutes of Dec. 20, 2007 as corrected. Correction: It should be Gerry Weiss with a "G" not "J". Motion made by: Ms. Wang, Second by: Ms. Page
Vote: Unanimous (1 absent).

Anita Page announced that she has been happy to serve as a Jones Library Trustee, but must decline to run again. Ms. Isman noted that the deadline for filing papers to run for trustee is February 12th. She suggested announcing the three openings on the Jones Library's Board of Trustees. Ms. Isman will send a press release announcing the openings.

Ms. Moran, of the Finance Committee, was not happy that the Trustees meet at the exact time of the Finance Committee. She wants to sit in on the Trustees' meetings if possible.

The next Trustees' meeting will be (Sat.) Feb. 2 at 1 p.m., beginning with a public forum. At 2 p.m., the Trustees will have a regular business meeting to discuss what they have heard and formulate a presentation for Feb. 11th (Special Town Meeting).

Today, the Budget Coordinating Group (BCG) has endorsed a special Town Meeting on Feb. 11th in order to take budgetary advice from the public. This will be advisory articles only. The Board of Trustees is expected to be present at this meeting to make a presentation.

The Special Town Meeting will consider these possible questions and scenarios: Do you want level services budgets? Level services will require more money than we currently have on hand. Consider an override for November. No override plans for FY09, but develop a long term financial plan. Adopt budgets that use reserves.

Cancel Jan. 31 meeting. After the Feb. 2 meeting, the next meeting will be on Feb. 19 (Tues.), not Feb. 14, at 7 p.m.

The Trustees will query small groups (each groups answering the same questions) on the Trustees' public forum on Feb. 2.

Treasurer's Report. The total of invested funds is \$8,781,498.84 as of 1-16-08 (as opposed to \$9,135,000 on 12-31-07).

The Family Outreach of Amherst wants to put up a "Giving Tree" after Thanksgiving in the Library. It has cards listing a boy or girl who need a holiday gift. It's also a great opportunity for low income families to register to receive gifts. Corinne Demas, a volunteer from Family Outreach requested this. Ms. Isman feels the Trustees' policy would allow this since it is not religious in nature. Discussion of this issue will continue after budget time.

Ms. Isman distributed her performance self assessment for three years.

Fines/Revenue policy. Mr. Musante, Finance Director, has written that if the Library were to get a revolving fund, the Town allocation to the Library would be reduced. Discussion ensued on the possibility of the Library's keeping collected book fines.

Motion: Let Ms. Isman decide where to send a letter (either to Town Counsel or the Attorney General and possibly the Town Manager) for a legal opinion. The letter shall contain:

Whereas, funding for the purchase of library materials comes from the Jones Library, Incorporated, which then become the property of the Board of Trustees of the Jones Library, Incorporated, and

Whereas, under the Amherst Town Government Act, Part 4.63, the Town Manager has no jurisdiction over the rental, use, maintenance, and repair of property which is under the control of the Library Trustees, except as requested by the Library Trustees,

Therefore, it is agreed that the receipts of fines generated by the use of library materials which are the property of Library will be considered revenues to the Jones Library, Incorporated beginning with the Fiscal Year 2009.

Motion made by Ms. Page, Second by Mr. Greenbaum. **Vote:** Unanimous.

Consideration of the budget began with the Funding Worksheet (yellow sheet). The Finance Committee guidelines suggest no more than a 2% increase in any budget. Since this is a 'known revenues' worksheet, the Friends' \$10,000 donation for books is at the bottom of the sheet, because they have not taken that vote yet. Currently, the ESL program has fundraised enough to cover the summer hours for staff. This might be able to be done next year. The funding gap is \$28,159 unless the Friends give \$10,000 because that will reduce the gap.

Ms. Isman told the Trustees that the long term budget needs to be addressed. She thinks staffing could be redirected. Ms. Page suggested examining the staffing of the branch libraries.

Mr. Greenbaum suggested publicizing the work of the Library. He requested a list of “what goes on in the Jones.” Ms. Wang pointed to the Annual Report which enumerates the Library’s business. Mr. Greenbaum wanted a one page enumeration of ‘how we serve the public.’

Ms. Turner noticed that in today’s Amherst Bulletin, the editor encouraged people to write articles. Ms. Turner asked the Trustees to write columns and she will bring them to Noah, the editor.

Long term budgeting will be discussed at another time.

Fundraising Committee: Had a meeting. Dave’s Soda and Pet Food City will give the Library cards that will give back to the Library a portion of customer’s purchases. The Library will distribute the cards to patrons.

Recent Donations: An enthusiastic AV patron donated three packages of AA batteries for the Playaways.

Jones Town & Country realtors are donating for children’s programs and the first donation will pay for the Klezamir music group.

\$500 for the ESL center from the Cherwatti Family Fund (and they also gave \$250 to the annual fund).

The North Amherst Library received \$250 from a family in Leverett.

\$750 from the Johnson family in support of the Clifton Johnson collection and Special Collections.

\$5,000 from the estate of George Nichols has been received and put into investments.

Motion: To allow the Director to set up a PayPal account in order to receive online donations. Motion by Ms. Page, Second by Ms. Grose. **Vote:** Unanimous.

Also discussed at the fundraising meeting: One donor who gave \$1,000 has never wanted recognition for giving a large gift. That donor asked for money off late video fines. It might be like a ‘Get Out of Jail Free’ card (in the game of Monopoly). A suggestion was made to have a paque of those who have given a lot of money Ann Grose suggested that we do this for the 2009 celebration.

From the estate of Vincent Brann: Musical theatre and opera books and CD’s.

The Personnel Board has not met.

The 250th Committee has met. Ms. Grose said the web site has lots of information and there are activities for every month. The fundraiser at the ABC was wonderful.

Amherst Planning Together. Ms. Turner said it’s in another phase of editing.

Burnett Gallery. Nothing to report.

Friends of the Jones Library. They will have a newsletter. They voted \$1,000 in recognition of Katie George, who has stepped off the executive board. The Trustees would like to express their appreciation of all of Katie George’s work.

Director's Review Committee. Ms. Grose has been going through questionnaires from various sources in preparation for the Director's evaluation. The committee will meet with Ms. Isman.

Future Trustees' Meetings:

Cancel 1-31-08

Add: Public Forum, Saturday, Feb. 2 at 1 p.m. The Trustees will have a business meeting following this forum.

Cancel Feb. 14, 2008

Add:

Feb. 19, 2008 at 7 pm

March 13, 2008 at 7 p.m.

April 8, 2008 at 7 p.m.

May 13, 2008 at 7 p.m.

June 10, 2008 at 7 p.m.

July 8, 2008 at 7 p.m.

The meeting adjourned at 9:19 p.m.

Respectfully submitted,

Ann Grose, Clerk

Tina Swift, Transcriptionist