

The Jones Library and the Town Libraries' Board of Trustees

Meeting of June 7, 2011, in the Trustees' Room of the Jones Library

Trustees Present: Sarah McKee, Emily Lewis, Chris Hoffmann, Austin Sarat, Michael Wolff. Absent: Carol Gray.

Also Present: Tevis Kimball, Acting Library Director; George Hicks, Maintenance Supervisor; Sondra Radosh, Children's Librarian; Tina Swift, Administrative Assistant.

The meeting was called to order at: 7:01 PM.

Consideration of the minutes of May 23, 2011. Add Chris Hoffmann's name. Add "from the Woodbury Fund" after the amount of the Kuhn Riddle bill.

Motion: To accept the minutes of May 23, 2011. Motion by Mr. Wolff. Second by Mr. Hoffmann. Vote: All ayes.

Motion: Resolved, that the President, Vice President, and the Treasurer of this corporation, or any two of such officers, are hereby fully authorized and empowered to open a brokerage account, transfer, endorse, sell, assign, set over and deliver any and all shares of stocks, bonds, debentures, notes, evidences of indebtedness or other securities, and to make, execute, and deliver, under the corporate seal of this corporation, and any and all written instruments necessary or proper to effectuate the authority hereby conferred. Motion by Mr. Hoffman, Second by Ms. Lewis. Vote: All ayes.

Public Comment: None.

President's Report: The Director's search committee has selected six finalists and one alternate and scheduled phone interviews with three of them so far. The FY12 budget passed Town Meeting. Mr. Wolff commended Ms. McKee on the excellence of her presentation. Ms. McKee announced that she is delighted to help pick the two Robert Frost Teaching Chairs. Annual income from more than \$101,000 invested in the Bank of America is used to reward the recipients of these chairs. Amherst Regional High School Faculty had nominated colleagues for the teaching award. The Robert Frost committee, representing the Jones Library, UMass Amherst, and Amherst College, discussed the nominations and chose the two recipients by consensus.

Endowment Report: Mr. Wolff, as the new Treasurer, will be put on the Endowment account. There was no endowment report.

Director's Report: Update on the CPA (Betty Jane Bourden, Lester Halpern and Company, Holyoke). She has indicated that data from Munis (the Town financial system) could be combined with data in QuickBooks. She wants to look at the process for treating restricted funds. Ms. Kimball has created a scope of work document for this CPA. She is a 25-year Certified Public Accountant specializing in non-profits and will do four hours of work at the non-profit rate of \$150/hour. A CPA who also specializes in non-profits, and who has about 12 years of experience, will do 12 hours of work at the non-profit rate of

\$90. per hour. They will develop a prototype for this along with a mock up of a balance sheet, a profit and loss report, and an expense report. Ms. Kimball said her goal is to show the Trustees all of the holdings of the Jones Library. This will be done by July 1.

Library Technology Plan: Ms. Kimball is preparing a technology plan for the Library for FY2012. She wants to define the current state of technology at the Library for the Trustees. Some of the 88 Library computers are nine years old , e.g., not all play DVDs. Ms. Kimball is trying to determine the needs and uses of technology at the Library , and to define FY2012 and long-term goals, e.g., when to upgrade. She said, "Technology is our business," and she continued to speak of the need to define the state of technology at the Library.

The Library's web site needs to be updated and the Town IT department is offering use of its software. We need a better content management system. Town Information Technology head Kris Pacunas is working on e-commerce. Ms. Kimball wants to use e-commerce to be able to sell things on the web site. CW Mars is asking us to put more money toward the purchase of ebooks vs. hard cover books. Ms. Kimball noted that we need to start marketing our technology, such as databases, which are new to the public.

Carol Pope has offered to donate a tree for the front of the Library. It will bloom in between the early and late dogwood blooms.

Ms. Kimball reported that there may be \$38,000 left over on the Town side of the budget and we are working on the carry forward process. Ms. Kimball has asked Mr. Musante if carry forward money can decrease the \$42,000 that we owe the Town for personnel costs.

Ms. Kimball told the Trustees that George Hicks and Tina Swift had worked on the capital fund projects.

George Hicks reported on capital projects: The caps are off the chimneys, one of the caps is on the driveway. The carpeting installation has been scheduled for June 27 and June 28. There will be a cleaning day and shelf reading day. Staff can use sick time if they feel the installation will affect their health.

Old Business

Woodbury Investment Policy: What does the term "as directed by" in the Woodburys' trust and will mean? Ms. McKee has asked Town Counsel, who has not responded with an answer. Mr. Hoffmann reported that the Friends of the Jones Library are most interested in having a working relationship with the Trustees and they were happy with the Trustees' draft Woodbury Fund investment policy.

New Business

New Position Descriptions: Ms. McKee said, "New position descriptions are premature and we will deal with them later."

Resolution Allowing Trustees to Direct Woodbury Fund Investments: This is necessary so that the Woodbury Fund can be invested instead of being held all in cash or cash equivalents. Mr. Hoffmann had

a question about the resolution to allow the officers (of the Trustees) to open a brokerage account. He wondered why the Trustees would allow the Treasurer, for instance, to open a brokerage account.

The Trustees changed it to requiring two signature. Resolved that the Pres, VP, and the Treasurer ... or any two (requiring two signatures). See above

Motion: To approve the above resolution. Motion by Mr. Hoffman, Second by Ms. Lewis. Vote: All ayes.

Committee Reports

None

Mr. Wolff was impressed with the Forbes Library's Reference Department Health Information pamphlet. He gave one to Ms. Kimball. He continued, saying that he was viewing paintings in the Wendell Library and someone said that the Burnett Gallery needs better signage. Ms. Kimball said she needs funding for a signage project. Mr. Wolff pointed to a newspaper article regarding the North Amherst Library garden.

Ms. McKee has composed a letter for the Trustees' signature for Patrick Chairman of the Hampshire County Retirement Board, thanking him for participating in the Trustees' discussions of financial management. He has been tapped by the Governor to work on the state pension board and and recently resigned from n the Trustees' Investment Committee.

The next meeting will be June 13, at 10:00 AM in the Large Meeting Room.

July 5, 2011 will be the next meeting.

The meeting is adjourned at 8:25 PM.

Respectfully submitted,

Christopher Hoffmann