

Approved as amended on September 11, 2008

Minutes of the Jones Library and Town Libraries Board of Trustees
July 25, 2008 at 2:00 p.m. in the Trustees' Room of the Jones Library

Present: Kathleen Wang, Acting Chair, Chris Hoffman, Patricia Holland, Ann Grose, Louis Greenbaum

Also Present: Bonnie Isman, Library Director; Tina Swift, Office Manager; Tevis Kimball, Curator; Kirsten Kay, Special Collections Assistant; Sondra Radosh, Children's Librarian

The meeting was called to order at 2:08 p.m.

Motion: To accept the Minutes of June 10, 2008.

Motion by: Ann Grose 2nd By: Louis Greenbaum Vote: Unanimous

President's Report: Ms. Wang has sent the thank you notes for support at Town Meeting.

Treasurer's Report: The current invested funds balance is \$8,314,388.46, which is less than last month.

Director's Report: The new date for the October Trustees' meeting is October 7 and that will be the meeting with James Gorman from Vanguard. This eliminates the October 14th meeting.

Ms. Isman distributed the Fund Drive Facts sheet (attached). She noted that \$10,000 were either new or unsolicited donations. Munson was closed Friday afternoons and circulation decreased due to that. All three libraries lost circulation in FY08, possibly due to the lack of parking spaces. Also, midway through the year, CW Mars changed its selection process for reserve requests and there was more circulation between the branches and the Jones. The number of items sent out to other libraries outside of Amherst went up.

The Finance Committee will send Barry Federer to the Trustees' meetings. He will attend in October.

Ms. Isman discussed revisions to the FY09 operating budget (Attached). She suggested adding to the North Amherst budget. She mentioned the need for more money in the delivery van budget.

Motion: To accept the 2009 budget revisions as proposed by the Director. Motion by Chris Hoffman; Second by Ann Grose. Vote: Unanimous

The North Amherst Library (NAL) will be closed on Thursday afternoons as of September 2008 due to lack of funding. \$3,216 is needed to keep NAL open on Thursdays from September to June 30, 2009.

New Business:

Special Collections online exhibits for the Town's 250th Celebration.

Tevis and Kirsten spoke about "Digital Amherst," their pilot project. (See: Jones Library Special Collection Digital Amherst Project, attached.) Kirsten came to the Jones about two years ago as a member of the Johnson family and has worked on the Clifton Johnson collection. She is studying librarianship with Simmons College and is schooled in digital library processes. Kirsten is using Open Source software, which is free, and the web site hosting is also free. Kirsten is being paid through the Johnson family and Budde family funds. Amherst College will send a student intern to work on the project. They are using software from Omeka.org, developed by George Mason University which is interested in promoting digital humanities. Right now, the focus of the web site is four areas of the 250th Celebration. However, for instance, 18th century tax records could be added to the online site.

Mr. Stephen Puffer has offered 100 notebooks of photos of old time Amherst and has offered them to Special Collection.

Motion: To gratefully accept Mr. Puffer's collection of notebooks and Amherst memorabilia. Motion by Pat Holland; second by Kathy Wang. Vote: Unanimous.

The Trustees will request Stephen Puffer's materials. Ms. Kimball will write the letter. Tues. Oct. 20, 2009 will be the Robert Frost dedication.

Presentation to the Community Voices/Budget Choices Committee (10 members). Ms. Holland asked if the Committee would pick the financial scenarios or if the Town as a whole would pick the scenarios to be used. Ms. Isman will investigate that question. This process is supposed to be finished before the spring Town Meeting. The Library, Town Finance Director, and Town Manager have presented their five scenarios. Ms. Wang pointed out that the Trustees will vote the Library's budget in the way that they feel is correct, whether or not this committee agrees with them.

JCPC: No meeting

Next Fundraising (Trustees) will be August 7, 10 a.m., Trustees Room

Personnel Committee: New pay rates for professional and hourly staff. The professionals got \$1,278, a flat rate increase as opposed to a percentage amount for a COLA. The hourly personnel will start at minimum wage and this will be phased in starting in September.

The 250th committee and the History subcommittee do not meet in the summer. Wendy Kohler is working with an Amherst College student and they have been working with Tevis Kimball.

The Friends of the Jones Library will meet again on August 7. The Trustees will invite the Board of the Friends to their September meeting.

Director's Review Committee: Ann Grose spoke with Mary King at WRMLS. Ms. King said it's the Board of Trustees' responsibility to evaluate the Director's performance. The meeting adjourned at 4:15 p.m.
Respectfully submitted by Ann Grose, Clerk