

**Meeting of the Jones Library and the Town Libraries' Board of Trustees
July 5, 2011, Trustees' Room of the Jones Library**

Trustees Present: Sarah McKee, President, Chris Hoffmann, Emily Lewis, Michael Wolff, Carol Gray

Trustees Absent: Austin Sarat

Staff Present: Matt Berube, George Hicks, Sondra Radosh, Carolyn Platt.

Public: None

Press: Scott Merzbach

Called to Order: 7:01 p.m.

Action item: None

Approval of Minutes of June 6, 2011

Corrections: Motion refers to “socks” and bonds. Mr. Wolffe asked that remark he made referring to a newspaper article be removed.

Motion: To approve minutes of June 6th as amended. MW/CH. Approved 4-0-1

Motion: To remove dollar amounts from requirement document for Large Meeting Room renovations. MW/CH. Approved 5-0

Motion: To approve the Woodbury Fund Investment Policy. MW/CH. Approved 5-0

President's Remarks: Ms McKee welcomed trustee Gray back to Amherst. She reported on two recent donations: The family of Jean Johnston Laino has donated \$1,000 in her memory and they have pledged \$500 annually on her birthday, and an anonymous gift of non-profit membership to Amherst Media.

Director Search: Ms McKee reported that the Search Committee had previously narrowed the candidates down to six of the highest rated, from five states. They had now reduced the field to the two finalists, whose names were then made public. They are Sharon Sharry, currently director at the Greenfield Public Library, and Christopher Lindquist, currently director of the Westfield Athenaeum. Details of their visits to Amherst and opportunities to meet with the other trustees would be presented later.

Ms Gray had questions about the search procedure. She wondered if there was an opportunity for the full board to interview the candidates. Ms McKee said there would not be a meeting specifically for that. The candidates will be making a public

presentation, and trustees are welcome to attend and ask questions during the session as any other member of the public may. There will also be an informal luncheon with each candidate.

Ms Gray will be unable to meet one of the candidates due to a prior commitment about which she'd informed the committee. Ms McKee was sorry that she had apparently overlooked that. The board spent some time seeing if there was a time when all board members could meet with this candidate. We were unable to find any such time that wouldn't seriously jeopardize being able to have the director in place by September 1st.

Facilitator Visit: Ms McKee noted that the facilitator who'd met with us last fall had offered to return for a "refresher" session. Although many felt the session with her was useful, there was some concern that the goals of such a meeting were not yet firm enough. Ms Gray thought that it might be better to wait until the new director was in place so he or she could take part. The item was tabled for later consideration.

Treasurer's Report: The endowment balance as of July 1, 2011 was \$8,302,615.67, included is the Woodbury Gift valued at \$582,211.61. When taking into account the withdrawals at the end of the fiscal year, this is an increase in the principle of about \$70,000 since last month. We are still trying to arrange a date for the CPA to come and standardize our accounting procedures. Mr. Hicks reported that the FY11 books will be kept open for a couple of weeks to allow for last minute payments and such. After that, the board will be able to receive an accurate end of year accounting report.

Capital Projects: The new carpets have been installed with much praise from the public. No concerns were expressed. Since it is the start of the new fiscal year, town monies are now available for this year's capital projects. They are expected to start soon.

Woodbury Room: Ms Lewis and Ms McKee had asked the Friends for a more detailed requirements document for the renovations to the Large Meeting Room. That document was presented. Several issues were discussed: Mr. Hicks would like the light switches to be recessed so they can be covered and locked. There was concern that vinyl was an inappropriate material for flooring that will need to hold a piano as the weight of the piano may deform the flooring. Mr. Berube has been talking with Jim Lescau of Amherst Media about appropriate technology for the room.

Ms Gray was concerned about some of the dollar values in the requirements document. Mr. Hicks confirmed that the jobs would be taken out for bids (though they are not required to be) so these were just estimates. The board agreed to remove the cost estimates from the requirements document (see motions above).

Woodbury Funds Investment Policy: Ms McKee presented the final draft of the investment policy for the Woodbury Fund. Creating this document involved much discussion between the Friends and the board, and New England Capital, to create a

document that would allow our investment firm to invest the funds in such a way as to be flexible while still allowing maximum returns.

Mr. Wolffe suggested some minor changes to the way the donors were named. With this change, the policy was approved unanimously (see motions).

Committee Assignments: There was some brief discussion about future committee assignments, in particular who should serve on the PPP Committee. As the library was closing in a few minutes, no decisions were made at this meeting.

Committees Reports:

None

Adjourned at 8:30 p.m.

Respectfully submitted,

Chris Hoffmann, Clerk