

Minutes of the Board of Trustees

The Town of Amherst and the Jones Library, Inc.

September 6, 2007

Jones Library's Trustees' Room

Present: Trustee Wang, Trustee Holland, Trustee Grose, Trustee Page, Trustee Turner.  
Absent: Trustee Burack. Also Present: Library Director Bonnie Isman; Sondra Radosh,  
Children's Librarian; a Member of the Public.

The meeting was called to order at 7:05 p.m.

President Wang welcomed all back. The Board reviewed the previous Minutes.  
Changes to the previous Minutes were made.

**Motion:** To accept the Minutes of the previous meeting as corrected. Motion by: Ann  
Grose. Second by: Kathleen Wang Vote: Unanimous.

**President's Report.** Ms. Wang announced that Ms. Holland had received a letter of  
resignation from Ms. Burack. Ms. Wang distributed copies of the letter of resignation.

To fill the vacancy, the Trustees and the Select Board will jointly appoint a replacement  
Trustee until the next election of Trustees. Notification of the vacancy may be placed in  
the newspaper and the appointment will be made at a public meeting.

Bequest of George Nichols: Mr. Nichols' estate will give \$5,000 to the Jones Library. He  
had been head of the theatre department of Trinity College for many years and retired to  
Amherst. His will says the bequest is 'to support the work of the technical services  
department where he had volunteered.

Ms. Wang and Ms. Isman met with the auditors. The auditors have changes that they  
want to implement. One of these changes is to be sure that the Treasurer is tracking the  
expenses paid out. There will be "two sets of eyes" looking at the transfers of funds from  
Vanguard to the checking account. Financial reports will be given to the Trustees on a  
quarterly basis. These nationwide changes are in response to the Enron irregularities.

**Treasurer's Report.** As of September 6, 2007, the current invested funds balance is  
\$8,889,278.08. See: Attached chart. All of the Vanguard assets are over \$9,000,000.  
There are three accounts: Building, Endowment, and Special Collections Contributions.

**Director's Report.** To sum up FY07, Ms. Isman distributed a green colored chart  
(attached). Ms. Isman told the Trustees that the Town Accountant had frozen the carry  
forward amounts for FY07, resulting in the Library's not being able to fully expend its  
budget. Ms. Isman distributed a Staff Training Tally and a memo to the Trustees Re: A  
Summary Progress Report.

Ms. Isman congratulated Ms. Radosh's department for withdrawing 2,000 items. There were 1,500 new items added. The Roots series video tapes were sent to the Amherst Regional High School and the teachers were very appreciative.

Ms. Turner noted the building fire prevention sprinkler system had charged during August. This was caused by roofers' errors. The roofing company will be billed for the resetting of the system.

Ms. Isman pointed to the diversity goal which has not been attained. Ms. Isman asked the Trustees to think about how to diversify staff and the collection. The Trustees will revisit this goal.

Ms. Wang noted that there was a decline in the numbers of children's programs. There has also been a decline in attendance at children's programs. There are new people programming for the Friends of the Jones Library System.

Ms. Isman spoke of the progress of the audit, stating that the initial meetings with the auditors have taken place. She requested the Board restrict certain revenues so that the money could be carried forward each fiscal year.

**Motion:** To approve restriction of the following accounts (See: Trustees' memo of August 28) in order to be able to carry the monies forward to the next fiscal year and utilized the funds for a designated purpose: Art Gallery income, Public Copier and Printer Fees, Course Fees, Food for Fines (transferred to a designated charity), Lost or Damaged Payments, Room Rental Income, Sales of Postcards, Tote Bags and other Library Sale Items, Special Collections Copy Fees, and the Sunshine Fund.

Motion by: Anita Page Second by: Kathleen Wang Vote: Unanimous.

Ms. Isman requested an annual review of the Director. Ms. Turner and Ms. Grose will conduct the Director's annual review.

**Unfinished Business:** Revolving Funds. This cannot be established until the next Town Meeting. Ms. Page and Ms. Turner asked Ms. Isman to discuss a Library revolving fund with Mr. Musante (Finance Director) and to explore the possibility of keeping the fine money for the Corporation. Ms. Wang suggested using any revolving fund money from fines toward employee benefit expenses.

**Diversity:** Ms. Page would like to see Library outreach to lower economic groups. She would like the Trustees to take a position on trying to reach diverse goals. An internship for a person of color was suggested.

Committee Reports.

*JCPC and BCG* : Neither has met.

Fund Raising Committee: The annual fund drive will have a goal of \$55,000. The theme for the annual fund drive will be 'There are many changes, but the Library is still the same.' Ms. Wang will compose the fundraising letter which will be mailed in November. The planned giving brochure will be mailed soon. Mr. Bridegam had devised the mailing list for this purpose. The Fund Raising Committee will meet again on September 20 at 6:30 p.m. Ms. Turner wants the annual fund drive letter to reassure people that the Library is still committed to books, and not only a social center. It was noted that this Library's heritage is as a community center.

*Personnel Board liaison*: has not met

*250<sup>th</sup> Committee*: The History Subcommittee met (not the larger board). They will ask the Library for ideas. Ms. Grose would like to ask Leslie Garris to speak. She wrote 'House with Happy Endings.' Ms. Turner suggested having people impersonate some famous people.

*Planning Amherst Together/CPC*: This committee has met frequently and they feel the final report needs 'tweaking.' The goal is to present the report to Town Meeting in November for a look over because, technically, it's the Planning Board who must (by law) submit the plan. The biggest issue is land use. Ms. Page has resigned because the committee plans to meet on Tuesdays at 5:30 p.m. and she has another long standing commitment.

*Burnett Gallery liaison*: No report. Anita Page will be on call for the Gallery.

*Friends of the Library liaison*: The Friends hope to have an electronic newsletter and their own web site soon.

Ms. Isman requested that the Sept. 20<sup>th</sup> Trustees' meeting be held at the Munson at 7 p.m. The Fundraising Committee will meet at 6:30 p.m., on Sept. 20<sup>th</sup> at the Munson.

Nov. 1<sup>st</sup> at North Amherst Lib. At 7:00 p.m.

Future meetings:

September 20 at 7 p.m. on Long Term Funding

October 4 at 7 p.m., Regular Business Meeting and Vanguard Investments report

November 1 at 7 p.m., Regular Business Meeting

November 29 at 7 p.m., Regular Business Meeting

The meeting adjourned at 9:02 p.m.