

Amherst Public Library
Board of Trustees Meeting
April 26, 2017
Secretary's Report

Present: Julie Anain, Elizabeth Hofmeister, Ronald Kern, Penny Wolfgang,
Marjorie Zelman
Excused Absence: Jeffrey Voelkl, Carolyn Giambra
Absent: Marjorie Franknecht,
Also Present: Roseanne Butler-Smith, Donna Kerr, Deborah Bruch Bucki

1) Call to Order

Ms. Zelman called the meeting to order at 4:26 PM in the community room of the Clearfield Library.

2) Approval of Minutes

The minutes of the March 8, 2017 meeting were approved on a motion by Ms. Zelman, seconded by Ms. Hofmeister.

3) Approval of Agenda

On a motion by Ms. Zelman and a second by Ms. Anain, the agenda for today's meeting was approved.

4) Public Comment

None

5) President's Report

None

6) Director's Report

A.)2017 Gala Report

Packets were handed out with the final proceeds and expenses tallied. Glen Park Tavern and the Irishman hosted events to support the Williamsville Library. The proceeds for these two events were noted at this meeting.

Baskets returned to Williamsville and Audubon Libraries after the Gala make a large profit to further increase our profits. Ms. Butler-Smith will continue this tradition next year as well.

B.) Report of ACT Meeting on April 8, 2017

Ms. Butler-Smith reported that the State wants 19 minimum standards as opposed to the 11 minimum standards now in effect for public libraries. Packets were sent to all Board members to review. Board members reviewed all standards, completed the survey. Ms. Butler-Smith will pass along survey results to Mary Jean Jakubowski -Director of Buffalo and Erie County Library System.

C.) Early Literacy Survey

Four focus groups were held at the 4 Amherst libraries to discuss the connection between the libraries and the community. Discussion of the survey followed.

D.) Board By-Laws

Discussion of by-laws will be postponed until May meeting.

E.) Personnel Matters

Board went into Executive Session. At 5:08 PM Motion called by Julie Anain, 2nd by Penny Wolfgang The Director was invited into executive session with all Board members present. Returned to regular session 5:14PM

7.) Trustees Report

Nothing to report at this time.

8.) Finances

A.) 2017 Budget

i.) County Bills Paid

ii.) Williamsville Bills Paid

iii.) Other Bills Paid

Board members reviewed all bills for payment to vendors. Motion to pay all bills-all in favor. Ms. Zelman signed all checks at this time. Ms. Butler-Smith mentioned that fine payments were down by \$3000 at the 1st quarter mark possibly due in part to patrons making credit card payments from home. Discussion ensued.

B.) Town of Amherst Budget

Ms. Butler-Smith discussed the Town of Amherst delayed payment of our bills to our vendors. Ms. Bucki took information on the matter to check into the vendor concerns.

C.) 2016 New York State Report

Action Taken- Resolution to accept NYS Report on 4/26/2017. Motion to approve by Ms. Hofmeister, seconded by Ms. Anain. Approved by all Board members present.

D.) 2016 New York State Comptroller's Report

Copies given to Board members to review. No questions at this time.

E.) 2017 990 Report

Report given by Ms. Butler –Smith. Discussed the fact that Amherst Public Libraries had 300 volunteers with 9000 hours worked by the volunteers in 2016.

9.) Buildings

A.) Clearfield Library Carpet Project- Ms. Butler-Smith reported that the project was complete and encouraged Board members to tour the building with her at the end of the Board meeting.

B.) Security Cameras

Ms. Butler-Smith reported that the Buffalo & Erie County Library System is looking into security/camera system for their libraries, Ms. Butler-Smith noted that we can piggyback off another county contract for the cameras but it may be more costly than purchasing a system independently. Further research and discussion will be needed.

10.) Unfinished Business

Pods that were rented during the Clearfield carpet project had some leakage that allowed water damage to a number of books stored in them. Ms. Butler-Smith filed an insurance claim that will be paid out shortly.

11.) New Business

Ms. Bucki discussed the progress on the Amherst Library signage that is being placed in numerous locations around the Town of Amherst to help the public better identify our locations. The Town of Amherst is waiting for DOT approval to proceed with sign placement.

In another matter, Ms. Bucki discussed parking for Town Hall and encouraged the Board members and Ms. Butler-Smith to attend the Town Board meeting on May 8 to support her in discussions of the parking problem especially as this matter affects the Williamsville Library.

Ms. Bucki also mentioned that suggestion boxes have been placed in various locations around the Town of Amherst to encourage discussions on issues such as the parking problem.

Ms. Bucki explained that she is heading a Diversity Commission for the Town of Amherst and

would like to partner with the Amherst Public Library for a project. Ms. Butler-Smith agreed to explore a partnership. May 9th 6PM is the next meeting for the Diversity Commission at Harlem Road Community Center.

Ms. Butler-Smith asked for all Library Board members to please file their financial disclosure forms with the Town of Amherst by May 15.

12.) Correspondence

A.) Week of the Young Child flyers were given out.

B.) Online Reading Contest Winners were discussed.

13.) Next meeting : May 24,2017 to be held at Audubon Library at 4:15.

14.) Adjournment

Ms. Zelman called for the meeting to be adjourned. Ms. Hofmeister seconded the motion.

Meeting adjourned at 5:43 pm