

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 14, 2017
Secretary's Report

Present: Elizabeth Hofmeister, Jeffrey Voelkl, Marjorie Zelman, Marjorie Franknecht, Carolyn Giambra

Excused Absence: Ronald Kern, Julie Anain, Penny Wolfgang, Deborah Bruch Bucki

Also Present: Roseanne Butler-Smith, Donna Kerr, Kathleen Berens Bucki, Helaine Sanders

1) Call to Order

Meeting called to order by Mr. Voelkl at 4:20pm at the Williamsville Library.

2) Approval of Minutes

The minutes of the October 11, 2017 meeting were motioned for approval by Ms. Zelman, seconded by Ms. Hofmeister. Approved by all.

3) Approval of Agenda

The agenda for today's meeting was unanimously approved.

4) Public Comment

Helaine Sanders and Kathleen Berens Bucki, System Board member (BECPL Liaison), were present for public comment. Ms. Sanders updated the Board on the need to keep Clearfield Library open on Sundays. Public discussion ensued.

5.) President's Report

- A.) Pocket Park-Mr. Voelkl spoke about the statue donation for the park by Mr. Nick Roth. Ms. Butler-Smith offered the Williamsville Library as a temporary site for the statue until outdoor placement is determined. All board members approved this plan.

6) Town of Amherst Council Member's Report-

- A.) Ms. Butler-Smith announced the retirement of three Board members at the end of 2017. Ms. Hofmeister, Mr. Kern and Ms. Zelman will not be continuing when their terms expire on December 31, 2017. Ms. Butler-Smith will present a list of candidates at the next meeting. Mr. Voelkl and Ms. Butler-Smith will be accepting resumes before our next Board Meeting on December 13. Recommendations will be sent on to the Amherst Town Board.

Mr. Voelkl suggested advertising for Board members in the Bee or at the Library and also recognizing the retiring members in an article. Discussion ensued.

Expiring Terms of Board Members:

Mr. Jeffrey Voelkl-12/31/2020
Ms. Marjorie Zelman-12/31/2017
Ms. Marjorie Franknecht-12/31/2021
Ms. Julie Anain-12/31/2019
Ms. Elizabeth Hofmeister-12/31/2017
Mr. Ronald Kern-12/31/2017
Ms. Carolyn Giambra-12/31/2021
Ms. Penny Wolfgang-12/31/2018

7.) Trustees Report

A.) November ACT Meeting-Ms. Giambra reported that there was discussion about setting up a Trustees Blog. A committee is needed to set up guidelines for the blog. Budget for 2018 was discussed at the ACT meeting. Also discussed was funding for the NYLA Conference for Trustees to attend. Ms. Giambra noted that next year's budget was discussed. Ms. Giambra noted that eBooks were discussed as a cause for fine revenue decrease. Also discussed was the 0% increase in the 2018 budget for library materials.

B.) Lions Club Donation-Ms. Giambra updated the Board on the magnifier donated to Eggertsville-Snyder Library. Seniors are encouraged to use it for looking at their mail as well as books.

8.) Director's Report

A.) Gala 2018-Next meeting is November 16 @ 7 pm. at Village Hall. MS. Butler-Smith announced we now have donations coming in. Donation letters will be going in the mail to past Contributors. Mr. Voelkl reminded Board members to remember to donate items for gift baskets. The Gala is on February 9th.

B.) Clearfield Sunday Hours-Ms. Butler-Smith noted that the total cost to open Clearfield Library 20 Sundays for a year is approximately \$6000.00-4 hours each Sunday. Clarifications were made by Ms. Butler-Smith on previous discussion points. Ms. Butler-Smith noted that Clearfield Library needs one Librarian and two desk staff to open on a Sunday. Discussion ensued.

C.) Staffing-Ms. Butler-Smith requested the Board go into Executive Session @5:02 pm. Ms. Kerr and Ms. Sanders were asked to step out of the session. The Executive session ended at 5:13 pm and the regular Board meeting resumed.

D.) Public Service Hours-Ms. Butler-Smith spoke about the need to possibly open earlier at some locations. Also mentioned was the need to review staffing at all locations. Ms. Butler-Smith noted that all libraries in the system were reviewed for staffing the library during non-public hours.

9.) Finances- Ms. Butler-Smith noted that mileage claim amounts have gone down but still need review. Ms. Butler-Smith noted the high cost for program expenses was due to large attendance numbers at the Trunk or Treat event (400 people).

A.)2017 Budget

i.) County Budget Bills paid- Checks # 1429-1441 were approved for payment. Motion by Ms. Hofmeister, seconded by Mr. Voelkl. Approved by all.

ii) Williamsville Bills-Check # 1135 to be paid. Motion to pay by Ms. Giambra, seconded by Ms. Zelman. All in favor.

iii) Other Bills Paid-handout given. Motion to approve by Ms. Hofmeister, seconded by Ms. Zelman .Checks # 1993-2013 approved by all. Ms. Butler-Smith mentioned the need for program supplies was great at this time of year. Amherst Library is offering many program at this time. New to our schedule will be a program in cooperation with the Amherst Senior Center at their location next door to Audubon Library.

B) Town of Amherst Budget 2017
No business

10.) Buildings

Ms. Butler-Smith reported that at Eggertsville-Snyder Library the caretakers have installed domed mirrors to address safety concerns. More domed mirrors will be installed at Audubon Library as well as Williamsville and Clearfield Libraries in the future.

11) Unfinished Business

A.) Review Amherst Library Board Policies:

* Confidentiality of Library Records-This is contractual with BECPL. Motion by Mr. Kerr, seconded by Mr. Voelkl. Vote -all approved

* Bulletin Board- Motion by Ms. Anain, seconded by Ms. Hofmeister Vote All approved

*Conflict of Interest- Motion by Ms. Hofmeister, seconded by Ms. Franknecht. Four votes in favor, one abstained

*Amherst Public Library Rules of Conduct- Motion by Ms. Hofmeister, seconded by Ms. Giambra Vote All approved.

*Internet Safety and Acceptable Use Policy-This is contractual with BECPL. Vote All approved

12) New Business

A) New York State Minimum Standards for Libraries-Ms. Butler-Smith advised Board Members to review.

B) 2018 Holiday Schedule-Amherst Public Library-Ms. Butler-Smith recommended closing Amherst Libraries on Christmas Eve-December 24, staff will be required to use time accrued. Others holiday as per Central recommendation Ms. Giambra motioned, Ms. Franknecht seconded. All approved.

C) Gala-Ms. Butler-Smith handed out save the date cards. Gala is on February 9, 2018.

13) Correspondence

Ms. Butler-Smith read a letter from a patron about buying the funeral home next to Eggertsville-Snyder Library. Purchase was made by Siena Restaurant

14) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for December 13, 2017 to be held at Audubon Library at 4:15 pm.

15) Adjournment-

Ms. Giambra motioned to dismiss, seconded by Ms. Franknecht, all in favor.
Meeting adjourned at 5:40 pm.