

Amherst Public Library  
Board of Trustees Meeting  
December 8, 2016  
Secretary's Report

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

1) Call to Order

Mr. Voelkl called the meeting to order at 4:18 PM in the community room of the Williamsville Library.

2) Approval of Minutes

The minutes of the October 19, 2016 meeting were approved on a motion by Mr. Kern, seconded by Ms. Hofmeister.

3) Approval of Agenda

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

4) Public Comment

None

5) President's Report

Mr. Voelkl reported that baskets were needed. Discussed a lottery tree and Champagne basket. Suggested \$20 contribution from Board members for money tree.

Mr. Voelkl suggested having an "Honoree" this year at the Gala. This concept will be recommended to the Gala Committee.

Director Roseanne Butler-Smith informed the Board that she found Syd Hof illustrations at the Eggertsville Library. Discussion held as to how to proceed with the drawings.

6) Director's Report

- Amherst Public Library Staffing

The Director discussed upcoming staff changes with the Board, including an employee retirement, filling the vacant position and how additional funding will be needed to cover a staff member's maternity leave. Donna Kerr was introduced as the new Library Associate at Audubon Library.

The Director posted for a new Librarian, P.T. to replace a Librarian who left Clearfield Library. Donna Kerr's position as Library Associate is Promotional since there is no civil service list for Library Associate until a new test is called for. Mrs. Kerr is on unpaid leave of absence from her Sr. Library Clerk position for an unspecified length of time.

The Sr. Library Clerk position at Clearfield Library will be a Contingent Provisional Sr. Library Clerk. If the Library Associate does not score in the top 3 then she may bounce back to her Sr. Library Clerk position.

- 2017 Gala

On February 10, 2017, the annual fundraising gala will be held to benefit the Williamsville Branch. The Rotary Club of Williamsville and other sponsors have already made donations. Letters have gone out to past sponsors.

- Programs

Mike Randall will present Charles Dickens A Christmas Carol on December 16, 2016 at the Williamsville Meeting House. All proceeds to benefit the Williamsville Library.

The Irishman will sponsor a Chili Cook-Off on Jan. 29, 2017. Proceeds from cooks and tasters will be donated to the Williamsville Library.

#### Vending Machine

Coffee machines at Audubon or Clearfield have been removed. Audubon now has a new vending machine-more profitable. Clearfield will receive a vending machine after carpet at that library is installed.

#### 7) Trustee's Report

- December A.C.T. meeting-

An A.C.T. meeting will be held on December 10, 2016 at the Clearfield Library. All board members encouraged to attend.

#### 8) Finances

- Discussion re paying of library bills.

- Bills paid from October – November 2016 were reviewed.

Mr. Voekl asked for changes to the PURPOSE column of the financial report to further explain some disbursements.

Discussion about “System Paid Shortfall” and how it is determined.

- Literacy Grant- \$2500 from the State to purchase books on “How to Get Ready For ... suggested topics get ready for school get ready for a new baby, etc.

#### 9) Buildings

- HVAC contract

The Town of Amherst has put out to bid for the 4 libraries to have their own HVAC contract.

- Security cameras

The Town of Amherst is evaluating security cameras for library buildings

- Clearfield library carpet

New carpeting will be installed at the Clearfield branch in January. Contract bids not ready.

Approval just came to purchase carpets. Installation bids should be approved January 3.

Asbestos at Clearfield needs to be removed. A contract for that will be approved January 3 also.

Clearfield will be shut down for 2 weeks for asbestos removal and carpet installation. Full-time staff will work at other locations. PT staff will be off 1 week.

#### 10) Unfinished Business-none

#### 11) New Business

- New 2017 dates for Board meetings:  
January 25 at Clearfield Library  
March 1 at Eggertsville Library  
April 26 at Clearfield Library  
May 31 at Audubon Library  
July 6 at Williamsville Library

All meetings begin at 4:15 PM.

- Discussion re The Amherst Library Board and adopting a FOIL policy

#### 12) Correspondence

Mary Jean Jakubowski sent a Thank You note to Amherst Library for hosting the book discussion hosted by Board President Frank Housh.

#### 13) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled on Wednesday, January 25 ,2017 at Clearfield library at 4:15 pm.

13) Adjournment

There being no further business, the meeting was adjourned at 5:22 PM.