

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, January 21, 2015
Secretary's Report

Present: Julie Anain, Carolyn Giambra, Ronald Kern, Ramona Popowich,
Barbara Robshaw, Jeffrey Voelkl, Marjorie Zelman
Also: Roseanne Butler-Smith, Sara Edwards
Excused: Marjorie Franknecht, Elizabeth Hofmeister

1) Call to Order

Jeffrey Voelkl called the meeting to order at 4:15 PM in the study room at the Clearfield Library.

2) Approval of Minutes

On a motion by Barbara Robshaw and a second by Jeffrey Voelkl, the minutes of the meeting were approved.

3) Approval of Agenda

On a motion by Ronald Kern and a second by Carolyn Giambra, the agenda for today's meeting was approved.

Director Butler-Smith requested an addition to the agenda requesting the election of officers be added to the agenda. This was approved by Ronald Kern and Carolyn Giambra.

4) Public Comment

None

5) President's Report

The Amherst Public Library Board of Trustees unanimously elected the following Board officers:

Jeffrey Voelkl - President
Marjorie Zelman - Vice-President
Marjorie Franknecht - Treasurer
Barbara Robshaw - Secretary

6) Trustee's Report

No report at this time.

7) Director's Report

The Director and Board will agree that in the future, one staff member will be assigned to attend the Amherst Public Library Board of Trustees meeting. Jeffrey Voelkl asked if the staff member would be attending during regular working hours and the Director explained that it would be a part of their normal work shift. Amherst Library staff members have been assigned to attend other system meetings during their regular work week. I.E. Staff Forums presented by Library Administrators.

8) Finances

In order to cover unanticipated expenditures resulting from additional staff hours required to fill in for an ill librarian, a resolution was passed by the Board of Trustees of the B&ECPL providing financial assistance to Amherst Public Library.

9) Staffing

The Director and the Board approved the previously reviewed Employee Handbook detailing the personnel policies and procedures applicable to B&ECPL employees.

Jeffrey Voelkl asked how this handbook is distributed to employees. The Director stated employees are provided with a copy and sign an acknowledgment of receipt.

10) Buildings

Installation of the new telephone system at Audubon will begin in February.

The contract for the window replacement at the Eggertsville-Snyder branch has been reviewed and construction will begin when weather conditions permit.

11) 2015 Williamsville Gala

Jeffrey Voelkl thanked Board members for purchasing several tickets to the 2015 Gala supporting the Williamsville library. Board members also contributed several items for door prizes and gift baskets.

12) New Business

Trustee Julie Anain's term has been renewed until 2016. Director Butler-Smith and trustee Ronald Kern will be attending the ACT meeting on January 24, 2015 at the East Aurora library.

Carolyn Giambra provided information on the 2015 NYLA conference to be held in Lake Placid, NY in October.

13) Unfinished Business

Ramona Popovich asked if the library Board minutes were posted on the library website. Director Butler-Smith said they were regularly posted on the library website. The Amherst Public Library website is accessible from the Town of Amherst website. It was noted that the minutes and agenda of the Amherst Board meetings were mailed to the Amherst Town Clerk's office

14) Correspondence

None at this time.

11) Next Meeting Date

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for February 25, 2015 at the Audubon Library.

12) Adjournment

There being no further business, on a motion by Carolyn Giambra with a second by Marge Zelman the meeting was adjourned at 5:00 PM.