

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, October 20, 2015
Secretary's Report

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

1) Call to Order

Mr. Voelkl called the meeting to order at 4:19 PM in the community room at the Williamsville Library.

2) Approval of Minutes

After requesting a correction of a typographical error in the minutes of the September 16, 2015 meeting, Ms. Giambra moved and Ms. Franknecht seconded a motion to approve the minutes.

3) Approval of Agenda

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

4) Public Comment

None.

5) President's Report

The President's Report was deferred.

6) Trustee's Report

Ms. Giambra and Mr. Kern attended the A.C.T. meeting on October 17, 2015 at the Anna Reinstein Memorial Library. Ms. Giambra encouraged Board members to attend the next ACT meeting on December 5, 2015 at the Julia Boyer Reinstein Library. She also reported that the annual Trustee Workshop will take place February 6, 2016 at the Central Library. In addition to attending the workshop, trustees will have an opportunity to tour the Milestones of Science exhibit.

Ms. Anain commented that the Central Library will host an educator preview and tour of the Milestones of Science exhibit on December 1, 2015 for teachers and educators.

Mr. Kern stated at the ACT meeting a discussion was held regarding a random audit conducted by the New York State Comptroller's Office involving one of the BECPL contract/member libraries. The audit revealed the need for better record keeping at all branches. He reminded the Board that all policies should be up-to-date and all transactions must be documented. He also stated that the B&ECPL's 2016 budget will increase by 2% if the county legislature approves the proposed 2016 Erie County budget. These funds will help to offset contract obligations and will not provide any new

funds for the library. Contract libraries can request financial assistance from the Central Library in the event of an unforeseen circumstance. He also reported that Deputy Director Ken Stone spoke to the anticipated use of fund balance and the need to do so in order to maintain open hours and services. E-Rate program discounts are increasing.

7) Director's Report

The Director's Report was deferred until the next meeting.

8) Finances

The Director discussed the September monthly financial report, distributed to the Board prior to today's meeting, noting that year-to-date fine revenues are meeting expectations. Future Amherst Library Board meetings will include a monthly financial report for the Williamsville Library and non county Amherst Library accounts.

The 2016 B&ECPL Budget request has been submitted to Erie County. There is concern about increasing costs in Amherst in the areas of retiree payouts, wage increases and contract obligations for 2016. Amherst will be impacted by employee retirements and costs associated with retiree health care expense and labor agreement provisions and obligations.

9) Buildings

Director Butler-Smith informed the Board that the window and door replacement at the Eggertsville-Snyder branch have been completed as has the front entry sidewalk. The electrical upgrade will begin at a later date.

10) Gala Fundraiser

Mr. Voelkl is pleased to report that the Williamsville Library received support from the Moonlight Run and Wellness Walk held last August in the Village of Williamsville.

11) Board Policies

A discussion took place regarding the Library Volunteer Policy, Investment Policy and Procurement Policy. Discussion held per Mr. Voelkl's question: are the policies are tailored specifically to the library. The Director and Ms. Giambra recommend adopting the B&ECPL's volunteer policy as it is designed specifically for library volunteers. Discussion per Ms. Hofmeister's concern: is there is a liability issue regarding volunteers. Ms. Giambra moved and Ms. Anain seconded a motion to adopt the B&ECPL's volunteer policy as the policy for the Amherst Public Library. Vote: unanimously approved

After much discussion, Ms. Hofmeister motioned to adopt the Town of Amherst Procurement Policy as the policy the Amherst Library Board of Trustees would follow. Ms. Giambra seconded the motion. Vote: policy was unanimously approved.

On a motion by Ms. Franknecht and a second by Mr. Kern, the Investment Policy as suggested and approved by the BECPL Board of Trustees would be the policy the Amherst Library Board of trustees would follow. Vote: policy unanimously approved. .

12) New Business

Amherst Public Library will receive a proclamation from Senator Ranzenhofer in recognition of its Holistic Lecture Series to be held at the Clearfield Branch Library on November 23 at 9AM.

13) Unfinished Business

All Board members received an invitation from the B&ECPL to attend a special tour of the Milestones of Science Exhibit

14) Correspondence

Information pertaining to the Milestones of Science exhibit.

15) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for Wednesday, November 18, 2015 at the Clearfield Library. 4:15 PM start.

16) Adjournment

There being no further business, on a motion by Ms. Anain, seconded by Ms. Franknecht, the meeting was adjourned at 5:25 PM.

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