

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, September 21, 2016

Minutes Taken by Elizabeth Hofmeister

Present: Julie Anain, Carolyn Giambra, Elizabeth Hofmeister, Ronald Kern, Jeffrey Voelkl, Penny Wolfgang, Marjorie Zelman

Also: Deborah Bucki, Roseanne Butler-Smith

Excused Absence: Marjorie Franknecht

1. Call to Order

Mr. Voelkl called the meeting to order at 4:20 p.m. in the study room at the Eggertsville-Snyder Library.

2. Approval of Minutes

On a motion by Mr. Kern and a second by Ms. Giambra, the minutes of the meeting held in July were approved.

3. Approval of Agenda

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

4. Public Comment

None

5. President's Report

None

6. Director's Report

A. Report on Fundraising Events: Ms. Butler-Smith reported the results of the following events: Old Home Days Parade - \$150 profit, Williamsville Arts Festival - \$1,911 profit, Pie Contest - \$200 profit, Village Walk - \$47 profit.

B. Battle of the Books Competition – Ms. Butler-Smith reported that Amherst came in first place.

C. NARCAN & Defibrillators in the Libraries – Since the library buildings are owned by the Town of Amherst, Ms. Bucki will check Town requirements. Amherst Public Libraries will follow Town of Amherst requirements or Central Library policy.

D. Summer Picnic – 455 people attended. Senator Mike Ranzenhofer and Assemblyman Ray Walter served food and donated funds for the event.

E. Discussion about note in Amherst Bee, August 17, 2016

F. Staffing – Sara Edwards is retiring and will be training her replacement.

G. Year end Report – Ms. Butler-Smith distributed a pamphlet entitled “ 2015: A Year in Review – Amherst Public Library” which will be provided to the public. On a motion by Ms. Giambra and a second by Ms. Hofmeister, the pamphlet was approved for distribution.

7. Trustee’s Report

A. ACT Meeting October 15, 2016 to be held at the Lancaster Library.

B. ACT Meeting December 10, 2016 to be held at the Clearfield Library. All Amherst Public Library Trustees should attend.

8. Finances

A. Ms. Butler-Smith distributed spreadsheets detailing all bills paid by Amherst Public Library for the month of August 2016.

The Board discussed recent audits by the New York State Controller’s Office and its recommendation to have a “Claims Auditor,” which is a third party who would review checks before they are paid. Amherst Public Library will continue to follow Central Library or Town of Amherst policies.

The Board also discussed insurance for caretakers and other employees who travel in their personal vehicles for library business.

B. The Town of Amherst is continuing to review purchases for the Amherst Public Library as well as other Town departments.

C. Ms. Butler-Smith reported that Amherst Public Library received Bullet Aid from New York State through Senator Mike Ranzenhofer in the amount of \$44,000. The

funds will be used for computer training sessions for library patrons and an updated wireless internet connection.

9. Buildings

Final Report for 2014 Public Library Construction – Eggertsville – Snyder was distributed and discussed. The library received new doors, windows, sidewalks, an updated electrical service, a new phone system, as well as a picnic table and bench.

10. Unfinished Business

None

11. New Business

A. By-laws Change

i) On a motion by Ms. Wolfgang and a second by Ms. Anain, the Amherst Public Library Petty Cash Fund Policy was approved.

ii) Amherst Public Library will follow the Central Library policy regarding Freedom of Information Law (FOIL).

B. Amherst Public Library applied for a \$2,500 grant through New York State to purchase books for young children.

12. Correspondence

A. Reviewed memo regarding the upcoming Central Library fundraiser “Celebrating Our Milestones: 180 Years of Books, History & Community.” Amherst Public Library Trustees will each contribute toward an auction gift for this event.

B. Reviewed email communications regarding Trustees’ Oath of Office. Each Trustee must sign the Oath of Office book with the Amherst Town Clerk after appointment.

13. Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for Wednesday, October 19, 2016 at 4:15 p.m. at the Main Library at Audubon.

14. Adjournment

There being no further business, on a motion by Ms. Anain, seconded by Ms. Hofmeister, the meeting was adjourned at 5:40 p.m.