

Amherst Public Library
Board of Trustees Meeting
October 19, 2016
Secretary's Report

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

1) Call to Order

Mr. Voelkl called the meeting to order at 4:28 PM in the study room of the Audubon Library.

2) Approval of Minutes

The minutes of the September 21, 2016 meeting were approved on a motion by Ms. Giambra, seconded by Mr. Kern.

3) Approval of Agenda

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

4) Public Comment

None

5) President's Report

No report at this time

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.

- Fundraising Events

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.

- Program partnership

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.

At 4:39 PM, Ms. Wolfgang moved and the Board unanimously approved a motion to enter into executive session. At 4:47 PM, the Board unanimously approved a motion to reconvene to Public Session.

7) Trustee's Report

- October A.C.T. meeting

An A.C.T. meeting was held on October 15, 2016 at the Lancaster Library. Topics discussed included the need for libraries to have a mission statement and a strategic plan.

- December A.C.T. meeting

A.C.T. will meet again on December 10, 2016 at the Clearfield Library.

8) Finances

- 2016 Budget

Bills paid through September 2016 were reviewed.

- Town of Amherst Budget

The Town of Amherst will be putting out a bid for AED devices that will be placed in all Town of Amherst buildings including the four public libraries.

9) Buildings

- HVAC contract

The Town of Amherst has contracted with DV Brown & Associates for town wide HVAC service. It is noted the four Libraries were not included in this contract, the Library Director has made the Town of Amherst Purchasing Director aware of this and will report back the Library Board when additional information is received.

- Audubon parking lot

The Town of Amherst paved the Audubon parking lot.

- 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.

10) Unfinished Business

- Oath of Office

All Board members must go to the Amherst Municipal Building to take an annual oath of office.

11) New Business

- Bylaws changes

The Board unanimously approved the petty cash policy which will be used by the four Amherst Public Library branches.

- The Amherst Public Library must adopt a FOIL policy and vote on it at the December meeting.

- Wellness series at Audubon

A monthly program will take place at the Audubon Library in conjunction with the Erie County Health Department and the Central Library. The series of programs is called "Wellness Weeknights."

- Library Board Chairman Frank Housh will host The Chairman's Book Club on Monday, November 28, 2016 at 7:00 PM.

- The Board unanimously approved the Amherst Library holiday schedule for 2017.

12) Correspondence

- Community surveys

The Central Library released findings from a community survey they conducted earlier in the year. Dirty computer keyboards at Amherst Libraries were cited in the survey and Director Butler-Smith has implemented a procedure for daily cleaning of the key boards.

13) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled on Thursday, December 8, 2016 at the Williamsville Branch Library at 4:15 PM.

13) Adjournment

There being no further business, the meeting was adjourned at 5:30 PM.