

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

March 8, 2017

Secretary's Report

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

Excused Absence: Marjorie Zelman, Marjorie Franknecht

Also Present: Deborah Bruch Bucki , Roseanne Butler-Smith, Donna Kerr

1) Call to Order

Meeting called to order by Mr. Voelkl at 4:20 pm at the Eggertsville-Snyder Library.

2) Approval of Minutes

The minutes of the January 25, 2017 meeting were approved. Ms. Giambra motioned for approval; Ms. Anain seconded the motion, approved by all.

3) Approval of Agenda

The agenda for today's meeting was unanimously approved.

4) Public Comment

None

5) President's Report

Nothing to comment.

6) Director's Report

A). 2017 Gala: Ms. Butler-Smith reported many participants at the Gala had great comments about the event. Financial packet of Gala expenses and proceeds were given to the Board. Items reviewed and discussed. A final report will be presented when all bills and raffle money is collected.

Ms. Hofmeister noted that perhaps in the future all gift cards could be displayed as well the night of the event. Ms. Butler-Smith agreed and stated that there was not enough room to display all this year but would have all out next year.

Mr. Voelkl asked the Board members to start asking for donations now.

B). ACT Workshop: The annual meeting addressed the topic of “What the system does for us?”.

Mrs. Butler-Smith gave a handout to all Board members present, showing how to get to the Trustee page from the BECPL website.

Next ACT meeting will be held April 8.

C). Trustee Sign: A reminder was given to all Trustees that the Oath of Office needs to be signed at Town Hall in the Clerk’s office. Annual Statement of Financial Disclosure handed out. Absent Board members will be given a copy at the next meeting. All Board members must fill out the form and return to Ms. Butler-Smith

D). Board By-Laws: Discussion ensued over how to address approval of checks that need to be submitted to vendors before Board meetings occur noting the length of time between some Board meetings. Two possible solutions: 1). emailing a list to all trustees of all invoices needed to be paid before future board meeting. The list would include vendor, amount owed, date invoice was due, and purpose of invoice. The director would need approval from at least 5 board members in order to pay bill and then have a check sent out.

Option 2: A subcommittee of Amherst Library board would meet as the Financial Committee and oversee payments to vendors.

In both cases all bills that were paid would still be presented at all Board meetings. After much discussion the Board approved unanimously to accept Option#1 the emailing method of paying bills. 1st Ron Kern, 2nd Jeff Voelkl.

The Boards By laws will be updated to reflect this change.

.

7.) Trustees’ Report- nothing to report

8.) Finances

A). 2017 Budget- Explanation given by Ms. Butler-Smith for all bills paid. Explanation given for “Return to System” payments. Carpet project costs were discussed.

It was noted by Ms. Butler-Smith and Mr. Voelkl that any voided checks must be added into the lists of bills paid with an explanation.

Mr. Voelkl called for an action required to approve all bills to be paid. Mr. Kern seconded the motion. All in favor.

Ms. Butler-Smith reported that the Amherst Public Library was given a generous donation by an anonymous source to purchase new shelving for the Clearfield Library's media.

B). Town of Amherst Budget-nothing to report

9) Buildings

A).Clearfield Library Project-Ms. Butler-Smith noted there was water damage to some books stored in one POD during the carpet project. There was insurance in place with the contract in the event of any loss or damage. The POD Company will be sending a check to cover the ruined books. It took staff one day to move all library materials out of the library into the PODS and 4 days to move everything back in. The Clearfield Library reopened for full public service on March 6.

Also Ms. Butler-Smith noted that even though Clearfield Library had posted numerous signs about the carpet project closure and cordoned off the outside drop box , patrons still returned/left books outside of the library next to the closed off drop box. These library materials became damaged (wet) due to inclement weather resulting in various patrons' library account being charged for all items damaged.

B). Security cameras/AED-Discussed going through the County for a bid. BECPL is getting a Contract with Erie County pricing which the Town of Amherst can use to purchase cameras for Amherst Public Library. Discussion ensued.

C).2017-2018 New York State Library Construction Grant-discussion ensued about the availability of grant money with a 50/50 match from the Town. Ms. Butler-Smith noted the need for window replacement at Audubon Library, HVAC rooftop unit needed on one building.

Williamsville Library is eligible for a grant and is in need of windows, doors, phones and a heating unit upgrade in the community room.

Ms. Butler-Smith recommended using a grant writer for this application should the Board decide to go forward with this proposal. Ms. Butler-Smith also suggested a meeting with Ms. Deborah Bruch Bucki, our Library Liaison, the Town Supervisor and the grant writer to further discuss this matter.

Discussion ensued about other construction projects.

Ms. Butler-Smith also thanked Ms. Bruch Bucki for getting the Town of Amherst to pass a resolution adding signage throughout the Town noting the location of all four Amherst Public Libraries.

10) Unfinished Business

A). Theft of Library Materials: Amherst Police arrested someone for theft of materials from all 4 Amherst Libraries as well as 10 other libraries. He will be prosecuted by The Buffalo & Erie County Library System.

11). New Business

Ms. Butler-Smith announced the gift of a magnifier (Oculotex) for use at Clearfield Library by the Lions' Club.

Discussion had re funding of Sundays at Clearfield Library. Ms. Butler-Smith explained the funding for these hours come from Williamsville PTO organizations. Ms. Wolfgang questioned if PTO money can be used at other Amherst Libraries, Ms butler-Smith thought probably not as she has been told in the past that this funding is also very limited and might not be able in the future.

12) Correspondence- none

13) Next meeting: April 26, 2017 to be held at Clearfield Library.

Audubon Library will host the following meeting on May 24, 2017 at Audubon Library.
(Note the change in date for the May meeting)

Adjournment at 5:26 P.M., all in favor.