

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 13, 2017
Secretary's Report

Present: Elizabeth Hofmeister, Ronald Kern, Jeffrey Voekl, Marjorie Zelman, Marjorie Franknecht, Julie Anain, Carole Giambra

Excused Absence: Penny Wolfgang

Also Present: Roseanne Butler-Smith, Donna Kerr

1) Call to Order

Meeting called to order by Mr. Voekl at 4:15 pm at the Eggertsville-Snyder Branch Library.

2) Approval of Minutes

The minutes of the July 6, 2017 meeting were approved. Ms. Zelman called for a vote. Ms. Franknecht motioned for approval. Mr. Kern 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

None

6) Town of Amherst Council Member's Report

None

7) Director's Report

A.) Fundraisers Recap- Glen Park Art Festival profit was \$3277.67. Village Concert hot dog sales profit was \$500.00. Discussion about how to raise more money next year. Ms. Butler-Smith felt that no matter how much profit is made, good PR for the Williamsville Library is the main focus behind participating in the Art Festival and weekly Concerts in the village. Ms Butler-Smith proposes participating in both events next year. Mr. Kern brought up questions about food handling issues at these events.

B.) Staffing- With the upcoming Civil Service exam scores coming out soon, Ms. Butler-Smith raised concerns about the 2 positions that may be affected in Amherst Libraries-the Library Associate position and the Sr. Library Clerk position. Ms. Butler-Smith proposed Amherst residency as a requirement to pull personnel from the Civil Service lists. The Board was supportive of the proposal. The Board of trustees proposed pulling Amherst residents as a

“preference” for these positions. The Board of Trustees unanimously stated that “preference be given to Amherst residents when considering filling clerical positions for Amherst Public Library” when considering 2017 civil service listings. Motioned by Ms. Franknecht, seconded by Ms. Zelman. All approved.

i) Filling Positions- Ms. Butler-Smith mentioned that we are now in the process of hiring desk pages and shelving pages at the Amherst Libraries.

ii) Required Trainings- Anti-harrasment and sexual harassment training has been completed by all our staff for the 2017 calendar year. The Trustees were given handouts on the Harrassment Policies from BECPL.

C.)Program Updates

Battle of the Books was won a second year in a row by a team from Audubon Library coached by our Childrens’ Librarian, Kristi Dougherty.

The Summer Reading Program picnic was held in August at Audubon Library with 375 attendees.

Amherst Libraries hosted a very successful “Solar Viewing Party” at Audubon Library with 350 people of all ages attending.

Buffalo and Erie County Library promoted a new program this summer titled “Passport To Reading”. The BECPL program will be doing drawings for prizes given to participants at the end of September. Amherst Library will also do their own drawing for visitors that participated in this program.

Ms. Butler-Smith noted that Eggertsville-Snyder Library’s 2yr old program is cancelled for this Fall.. Some programs at Williamsville Library will end this fall for children under 5 yrs. old. Williamsville Library will have more programs for 6-12 yr. olds. Other programs will be evaluated to determine cost effectiveness. Audubon Library has also added more programs for the affected age groups.

8.) Trustees Report

.Nothing to report at this time.

9.)Finances

A) 2017 Budget

i.)County Budget Bills paid- County check 1414 was used to pay Parise Mechanical non-Town funds to settle this bill due to Town of Amherst contract issues. Ms. Butler-Smith advised the Board of this matter.

Fine Revenue- Ms. Butler-Smith explained to the Board a discussion she had she had with Mary Jean Jakubowski and Ken Stone about payment of fine revenue at the end of the year. Article 9 and 12: If a Library does not meet their fine revenue totals ,it will be paid back . If a

library exceeds the yearly fine revenue total ,the library still pays all the fine revenue collected back to the system. Ms. Jakubowski and Mr. Stone agreed today at a meeting with Ms. Butler-Smith that Amherst Library will not be responsible for this year's deficit. For the 2018 fiscal year, our fine revenue amounts have been decreased.

Ms. Butler-Smith intends to negotiate a better rate for credit card transactions with M&T bank. This will help lower our deficit.

ii)Williamsville Bills Paid-handout given.

iii)Other Bills Paid-handout given

Motion by Ms, Franknecht for approval of all bills to be paid. Seconded by Ms. Hofmeister. Approved by all.

B) Town of Amherst Budget 2017 and 2018

Ms. Butler-Smith reported that Amherst Library has a budget of \$82,000.00 for the upcoming year. Eggertsville Library is in need of a new HVAC system next year.

C) 2018 GALA

Ms. Butler -Smith reported that the 1st meeting was September 13,2017.

D) 2018 County Budget

Ms. Butler-Smith reported that there will be cuts to the County budget in 2018 but no cuts will be made to staffing at Amherst Public Library.

10.) Buildings

Ms. Butler-Smith reported that Clearfield and Audubon Libraries have plumbing issues. There is an ongoing contract issue with the Town of Amherst. Amherst Town Supervisor called an emergency vote on payment to Kimil Construction for plumbing repairs at Clearfield Library. The Twon has sent out for bids on the HVAC/Plumbing contracts.

Parking Task Force Committee-Ms. Butler-Smith is on the committee. Discussion ensued about the new parking plans for the surface lot at Town Hall and behind the Williamsville Library and the firehall.

11) Unfinished Business

None

12) New Business

Ms. Butler-Smith gave the Board handouts that the public will receive titled "Year in Review".

13)Correspondence

Ms. Butler-Smith noted a phone call she received about Peter Arnold-Library Manager

at Clearfield Library praising Peter's wonderful service.

A) Letter from Williamsville Schools-The Transitions Program from Williamsville Central Schools did an in-service at our libraries and sent a Thank You note from the participating students which Ms. Butler-Smith shared.

14) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for October 11, 2017 to be held at Clearfield Library .

15) Adjournment-

Ms. Giambra motioned to dismiss, Ms. Franknecht seconded..

Meeting adjourned at 5:28 pm.