

## Minutes for the Meeting of the Board of Trustees of the Amherst Public Library



Monday, April 29, 2024 at 5:30pm

Meeting held at the:  
**Eggertsville-Snyder Library**  
 4622 Main Street  
 Snyder, NY 14226

A). Meeting called to order and attendance - 5:32 pm

Present: David Saia, Carolyn Giambra, Marilyn Feuerstein, Jeffrey Voelkl, Oliver C. Young (5:36 pm), Penny Wolfgang (5:38pm)

Also Present: Kristi Dougherty, Donna Kerr

B). Review and Approval of the minutes of the meeting held on March 12, 2024

**Motion to approve by Marilyn Feuerstein, seconded by David Saia. All in favor.**

C). Review and Approval of the Amended Agenda for April 29, 2024

Carolyn Giambra asked to amend the agenda by moving H.) Finances below D.) Public Comment and J6.) Executive Session after C.) Review and Approval of the Agenda. **Motion to approve by David Saia, seconded by Jeffrey Voelkl.**

**Caroline Giambra abstains. Approved.**

D). Public comment

None at this time.

H). Finances

- 2024 Budget
- County bills paid

**Motion to accept by Penny Wolfgang, seconded by Marilyn Feuerstein.**

**All in favor.**

- Williamsville bills paid

**Motion to accept by Penny Wolfgang, seconded by Marilyn Feuerstein.**

**All in favor.**

- Other bills paid

**Motion to accept by Penny Wolfgang, seconded by Marilyn Feuerstein.**

**All in favor.**

J6). Executive Session to discuss legal matter

**Motion to enter executive session by Jeffrey Voelkl, seconded by Carolyn Giambra.**  
Session called to order at 5:42pm.

**Motion to end executive session by Jeffrey Voelkl, seconded by Oliver Young.**  
Session ended at 5:47pm.

E). Report of the President

Jeffrey Voelkl announced he has written a children's book, *Lulu the Comfort Pup*.  
He presented copies for the Amherst Libraries that will be added to our collections.

F). Committee Reports

- Town of Amherst Library Liaison – Angela Marinucci  
Director Dougherty has reached out, but has yet to be in direct contact.
- Board Member Recruitment  
Marilyn Feuerstein discussed diversity and organizations to contact. Some ideas mentioned were PTSA groups, organizations that regularly use the Amherst Libraries to name a few. David Saia has worked on a recruitment outline for a potential Board member that discusses rules, responsibilities and facts about the trustee position. They will share their project at the next meeting.

G). Report of the Library Director

**Williamsville:**

Air conditioning needs to be repaired, it is under warranty and will be addressed this week.

**Clearfield:**

Repurposed study carrel from another contracting library to create support legs for circular computer desk. Library passed Town fire inspection.

**Audubon:**

April 5, 2024 – Walkthrough of the grounds for irrigation with the representative we utilize for Clearfield Library's garden maintenance. The Library's irrigation was ripped out during construction, but there are some areas that can be salvaged. Quotes will be provided for repair and future expansion.

HVAC repair by Trane due to a system error in temperature sensor.

Ants in garden atrium area, traps utilized and various entryways sealed.

Tree stumps flagged by Amherst Highway Department for removal. Playground adjacent to library pushed back to late 2024.

**Eggertsville-Snyder:**

April 5, 2024 – HVAC loose wire was repaired, which was causing issues with heating. Additional minor repairs will also be needed to update the alarm system.

AEDs have been installed at all four Amherst Libraries. HVAC quarterly maintenance also being completed. Mulch delivered for all four libraries. Alarm monitoring set up for Audubon and Eggertsville-Snyder Libraries.

- Programming & Partnerships

Alzheimer/Stroke/Migraine/Concussion Informational Seminar, Spring Break Dance Party with TuTu School, Eclipse Week Crafts, Poetry Creation, Space Camp, Willy Wonka Chocolate Party, Family Yoga, and Native Medicinal Plant Workshop.

Other programs included: Weekly storytimes, Adult Crafts, Pokemon Club, Book a Technology Trainer, Jewelry Making, English Conversation Group and LEGO Drop-In

Librarians Beth Staebell and Angela Kelkenberg conducted outreach onsite at multiple after school programs.

Williamsville Schools Art Show April 22 – May 5, 2024 at the Main Library at Audubon. Receptions were held for elementary (4/22) and middle/high (4/23) school students.

- Library Materials

Circulation of materials checked out in March 2024:

Audubon - 39,034  
 Clearfield - 27,765  
 Eggertsville-Snyder - 14,496  
 Williamsville - 4,846

86,141 materials checked out in March 2024!

Juvenile fiction remains the highest circulating material.

- Book Sales

Pop-Up Book Sales:

Clearfield Branch  
 March 13 - 16, 2024  
 \$1,079

April 17 - 20, 2024 (includes Media)  
 \$1,157.45

- Reporting Updates

Director Dougherty submitted the Annual Report for New York State and will be preparing the annual NYS Comptroller's Report. Once the latter is prepared, it is to be reviewed by the Chief Financial Officer/Treasurer prior to electronic submission. Final 10% of construction grants received.

- Professional Development

Director Dougherty and Librarian Joan Stoltman co-presented at the New York Library Association (NYLA) Youth Services Conference on April 19, 2024 in Clayton, New York. This event was Joan Stoltman's first conference presentation. The topic was about the popular program "Baby Raves!" and included logistics, publicity and early childhood development benefits.

April 1, 2024 began the required annual Sexual Harassment and Workplace Violence Compliance Training. New this year is the required annual Technology Training, which features Cyber Security and will be included as part of the Kantola virtual interface. All staff will complete these trainings by June 30, 2024.

## I). Old Business

- Photography and Filming Policy  
Board members discussed changes in wording. **Motion to accept with amended policy changes by Carolyn Giambra, seconded by David Saia. All in favor.**

## J). New Business

- 1) Resolution for New York State Annual Report  
Resolution signed by Jeffrey Voelkl. **Motion to accept by Penny Wolfgang, second by Marilyn Feuerstein. Mr. Voelkl abstained as the signer of the document. All in favor.**

- 2) Report to the Community – 2023 Year in Review

Director Dougherty presented the 2023 Year in Review for the required Annual Report to the Community.

**Motion to accept the Annual Report to the Community by Jeffrey Voelkl, seconded by Carolyn Giambra. All in favor.**

- 3) Personnel Appointments

Pay Period 9 (begins April 10) – Senior Page part-time at Clearfield (due to PP 9 retirement of Senior Page) Amy Chaudhari

Pay Period 10 – Librarian part-time at Audubon (retired librarian back to work part-time) Richard Peters

Director Dougherty reported her intent to hire a part-time Librarian into a Librarian Trainee position.

**Motion to approve personnel appointments by Jeffrey Voelkl, seconded by Penny Wolfgang.**

- 4) Credit Card Policy  
Discussion ensued. Board members suggested some modifications. **Motion to approve modified policy by Marilyn Feuerstein, seconded by David Saia. All in favor.**
- 5) Investment Policy  
Director Dougherty presented the policy that was a policy based on what is utilized at other contracting libraries. **Motion to accept by Marilyn Feuerstein, seconded by Oliver C. Young. All in favor.**

K). Correspondence/Other Items As Needed

Erie County Legislator Christopher Greene presented Director Dougherty with a resolution, *Recognizing the Amherst Public Library During National Library Week*.

Next meeting to be held:

Wednesday, May 22, 2024 at 5:30pm in the Clearfield Library Community Room

L). Adjournment - 6:51 pm. **Motioned by Penny Wolfgang, seconded by David Saia. All in favor.**