

Agenda for the Meeting of the Board of Trustees of the Amherst Public Library



Wednesday, December 4, 2023 – starting at 5:30pm

Meeting will be held at the:
Egbertsville-Snyder Library Community Room
4622 Main Street
Snyder, NY 14226

Present: Carolyn Giambra, Cynthia Selden, Jeffrey Voelkl, Penny Wolfgang, Oliver C. Young, Marilyn Feuerstein

Also Present: Library Director Kristi Dougherty, Donna Kerr, Maria Lowe, and David Saia

Excused Absence: Library Liaison Deborah Bucki

A). Meeting called to order- 5:30 pm

B). Review and Approval of the minutes of the meeting held on September 7, 2023

Motion to accept by Oliver C. Young, seconded by Carolyn Giambra.

All in favor.

C). Review and Approval of the Agenda for December 4, 2023

Motion to accept by Cynthia Selden, seconded by Oliver C. Young.

All in favor.

D). Public comment -nothing at this time

E). Report of the President -nothing at this time

F). Committee Reports

- Town of Amherst Council Member's Report – Deborah Bucki

Director Dougherty read a report sent via email from Ms. Bucki expressing thanks for her time on the Board and noting her accomplishments as liaison for the Amherst Libraries.

The Amherst Town Board will be meeting on Monday, December 4, 2023. As a consequence, I am unable to join you for the Amherst Public Libraries Board of Trustees Meeting, to be held during that same timeframe.

Because my term of office concludes at the end of the month, a new Town Board Library Liaison will be selected early next year.

We can all take pride in the expansion of the Audubon Branch, as well as the improvements in directions to all of our branches. I was especially happy to sponsor and receive Town Board approval for Resolution 2017-196 entitled "Roadway Signage for Amherst Public Libraries."

I take this opportunity to thank Directors Roseanne Butler Smith and Kristi Dougherty, as well as our Library Trustees for their cooperation and dedication to our Town. It was my honor and privilege to serve on the Town Board and my pleasure to have worked with everyone.

All the Best,

Deborah Bruch Bucki RN, PhD

Amherst Deputy Supervisor

Amherst Public Libraries Liaison

Board members discussed how to acknowledge her formally.

G). Report of the Library Director

- Buildings & Grounds

Williamsville:

Amherst Exterminators contacted to place traps due to mouse activity in storage areas, which was triggering motion alarms.

Plumber addressed a water pressure sink issue in public bathroom and replaced shutoff valves and faucet.

Carpeting is pulling up and ridged in some areas, area carpets utilized until larger issues can be addressed.

Paint/cracks fixed on various wall areas.

Old air handler will be replaced and a new duct cleaning/filter system will be installed early 2024 thanks to a grant acquired by the Town of

Amherst.

Clearfield:

Patching done with hydraulic cement in basement to fix water & humidity issues.

Issue with the public speeding through the back parking lot to cut over to Dash's.

Pre-filters and other filters for HVAC replaced. Boiler pump repaired and sump pump replaced (latter under warranty).

Bee activity near front door addressed by caretaker.

Potholes in parking lot and by driveway entrances filled by Town Highway Department in early September.

Audubon:

Water damage - source unknown - in newly renovated area. Damaged new shelving and carpeting. Town of Amherst in discussion with plumber that worked on the project. Nothing can be done unless leak can be identified. Shelving will be replaced when issue is resolved, in the meanwhile tables have been placed between shelving to act as seasonal book displays.

Condenser replaced for a rooftop unit and other re-wiring/programming completed for HVAC. Fire sprinkler repaired.

Issue with public dumping that overfills container (ex. recliner, dog cage, boxes, etc.), limiting what the library can dispose - library is charged for overages and extra pickups. Signage is being looked into.

Interior and exterior public door openers in process of being repaired. New cores provided for doors that didn't have any, two other doors are being addressed by the Town.

Gas leak shut down library for two days (locked by National Fuel). Leak was fixed and gas turned back on. Caretaker worked with town to reignite

rooftop units and ensure building heated.

Kitten was abandoned at the library in a cardboard box. Director Dougherty fostered the kitten until a regular library family adopted them for their forever home.

Tractor for snow removal repaired by caretaker and snow blower also serviced.

NYS Construction paperwork for closing out the 6500 foot library expansion will be input starting December 2023 – everything due by June 2024. Director Dougherty has been in touch with New York State.

Egbertsville-Snyder:

Loose wire setting off fire alert system for alarm – Kepco fixed the issue. More recently the gas alarm, part of the fire alert system, malfunctioned and Kepco replaced with a new sensor.

Driveway off of Burroughs had pot holes. This area is not part of the library or Town of Amherst. Holes were recently patched.

Front maintenance delayed due to staffing illness and other library needs.

Paint/cracks fixed on various interior wall areas.

Leak from soffit siding by side entrance – coordinated with Town and roofers repaired with tar, but it may need more based on the size of the gap. The Town is currently getting estimates for roof work.

All libraries are preparing for winter (tool checking, ice melt/rock salt, etc.) and completing fall cleanup when the weather cooperates.

HVAC quarterly maintenance was completed for all libraries.

- Fall Programming & Partnerships

Fall programming for children - September 18 to November 24.

Trunk or Treat took place at the Main Library at Audubon on October 29 with 325 attendees. The Amherst Senior Center parking lot was utilized for trunk-or-treating.

Other programs included school visits, homeschool tours, technology training, Native Plant presentation, Solar Eclipse lecture, ESL Conversation classes, Teen Committee meetings, Book Clubs, Crafting, Jewelry Making, etc. Local children's author Dee Romito also hosted a book launch at the Audubon Library on December 2, 2023 which featured activities and stories.

Various winter break and holiday programs scheduled in December such as Holiday story times, concert, bubble show, cookie decorating, family movie night, jewelry gift making, and Santa visits. A "Holidays Around the World" event will also take place at the Audubon Library on December 28, 2023 in partnership with the Town of Amherst Diversity Committee.

Librarian Wanda Collins will participate in the Holiday Happening event at the Senior Center on December 15, 2023.

- Library Materials

Circulation of materials checked out in September 2023:

Audubon - 35,576

Clearfield - 29,737

Eggertsville-Snyder - 14,485

Williamsville - 4,050

83,848 materials checked out in September 2023!

Circulation of materials checked out in October 2023:

Audubon - 37,595

Clearfield - 28,691

Eggertsville-Snyder - 15,427

Williamsville - 4,412

86,125 materials checked out in October 2023!

Circulation of materials checked out in November 2023:

Audubon - 33,034
Clearfield - 26,522
Egbertsville-Snyder - 13,607
Williamsville - 4,142

77,305 materials checked out in November 2023!

Juvenile fiction, adult fiction and DVDs remain the highest circulating materials.

- Book Sales

Egbertsville-Snyder Library Book Sale - \$1266.80

Clearfield Library Pop-Up Adult Book Sales - \$1526.00 & \$1294.20

Main Library at Audubon Book & Media Sale - \$6585.74

Clearfield Library Media Sale (November 29 - December 2) - \$1,046.25

September through December 2023 sales total - \$11,718.99

This does not include the year-round in-library book sale totals.

Upcoming Big Book Sales:

Clearfield Library
January 24 - 27, 2024

Main Library at Audubon
February 21 - 25, 2024

- Professional Development

All APL staff are in the process of completing the yearly, required Technology Training.

Three librarians attended the B&ECPL Youth Services Group meeting at the Lakeshore Library.

Director Dougherty attended the New York Library Association (NYLA) Annual Conference November 1 – 4, 2023 in Saratoga Springs, New York and presented the session “Library Movement: De-stress With Everyday Exercises”. On December 8, Director Dougherty will complete the third out of five courses for the Advanced Certificate in Public Library Administration (PLACP) from Long Island University, based on a B&ECPL scholarship to attend meetings in coordination with WNYLRC.

LIS 700 - Principles of Public Library Organization and Management - COMPLETE

LIS 701 - Legal Issues in Public Library Administration - COMPLETE

LIS 702 - Human Resources Administration in the Public Library - COMPLETE 12/8/23

LIS 703 - Financial Management of Public Libraries

LIS 704 - Administration of Public Library Facilities and Technology

WNYLRC advocacy event on December 8 with Senator Ryan and Assembly Member Karen McMahon at the Main Library at Audubon. Director Dougherty and Trustee Marilyn Feuerstein will attend.

- Solar Eclipse Glasses

All Amherst Libraries are out of glasses for 2023. We will distribute more glasses for the Total Eclipse in spring 2024.

- Audubon Library - National Disability Employment Awareness Month (NDEAM) 2023 Business Recognition Award

Librarian Beth Staebell accepted the award on behalf of the Main Library at Audubon and Amherst Public Library.

Other news: Librarian Rich Peters will be retiring at the end of March 2024.

H). Finances

- 2023 Budget
 - County bills paid
 - Williamsville bills paid
 - Other bills paid

Motion to accept all bills by Penny Wolfgang, seconded by Marilyn Feuerstein. All in favor.

I). Unfinished Business

- Rules of Conduct Review

Motion to approve by Marilyn Feuerstein, seconded by Oliver C. Young. All in favor.

- Meeting Room Policy Review

Motion to approve (with a few grammar changes noted) by Oliver C. Young, seconded by Cynthia Selden. All in favor.

J). New Business

- Automated External Defibrillators (AEDs)

Director Dougherty discussed providing AEDs for the Amherst Public Libraries via the Buffalo & Erie County Public Library System from Erie County. No training is required to be able to use an AED on a person. They are being offered free of charge to the library. The Board suggested putting AEDs near fire extinguishers for easy access. The Board members want to move forward with acquiring the AEDs.

- 2024 Library Holiday Schedule & Hours of Public Service

Regular open public hours will remain the same in 2024.

Director Dougherty proposed adding Monday, April 8, 2024 - Total Solar Eclipse Day to the list of Holiday Closings in 2024. After some discussion about safety, staffing, other community closings (local schools, Buffalo Museum of Science) and the expected influx of traffic, Board members approved the proposed closings and Main Library at Audubon Sunday hours.

2024 Holiday and Library Closings:

New Year's Day Monday, January 1, 2024

Martin Luther King Jr. Day Monday, January 15, 2024

President's Day Monday, February 19, 2024

Good Friday Friday, March 29, 2024

Total Solar Eclipse Monday, April 8, 2024

Memorial Day Monday, May 27, 2024

Juneteenth Wednesday, June 19, 2024

Independence Day Thursday, July 4, 2024

Labor Day Monday, September 2, 2024

Veteran's Day Monday, November 11, 2024

Thanksgiving Thursday, November 28, 2024

Christmas Eve Tuesday, December 24, 2024

Christmas Day Wednesday, December 25, 2024

Sunday Hours (12-5pm) Main Library at Audubon:

January 7 to June 9, 2024 (no March 31 & May 26)

September 8 to December 15, 2024 (no December 22 & 29)

Motion to approve hours of public service and library closings by Jeffrey Voelkl, seconded by Cynthia Selden. All in favor.

- 2024 Board Meetings

Meetings begin at 5:30pm.

Wed. January 17 - Clearfield Library (Study Room)

Tues. March 12 - Williamsville Library (Community Room)

Wed. April 17 - Eggertsville-Snyder Library (Community Room)

Wed. May 22 - Clearfield Library (Community Room)

Thurs. July 11 - Main Library at Audubon (Community Room 1)

Thurs. September 5 - Main Library at Audubon (Maker Space)

Wed. October 23 - Eggertsville-Snyder Library (Community Room)

Tues. December 3 - Williamsville Library (Community Room)

- Board Member Term Renewals & Recruitment

Ms. Feuerstein spoke of diversity and inclusion on the Library Board and discussed ways to diversify in the future. Discussion ensued on outreach to organizations or groups that use our library to search for new Board members.

Cynthia Selden's term on the Board ends December 31. The Board thanked Cindy for her years of service to the Amherst Public Libraries.

Penny Wolfgang's term also expires December 31, but she will fill another 5 year term. The Board is in favor of her reappointment.

Motion to reappoint Penny Wolfgang for an additional term by Jeff

Voelkl, seconded by Cynthia Selden. All in favor.

K). Correspondence/Other Items As Needed

President Voelkl acknowledged a note from former library director, Roseanne Butler-Smith, thanking Board members for their condolences concerning her mother's passing.

Executive Session called to order at 6:41 pm. Board meeting back in session at 6:59 pm.

Next meeting to be held:

Wed. January 17 - Clearfield Library (Study Room) - 5:30 pm

L). Adjournment @ 7:00 pm

Motion to adjourn by Carolyn Giambra, seconded by Jeff Voelkl. All in favor.