

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, June 1, 2022
Secretary's Report

Present: Jeffrey Voelkl, (via Zoom), Marjorie Franknecht, Cynthia Selden, (via zoom), Marilyn Feuerstein, Carolyn Giambra

Also Present: Roseanne Butler-Smith, Oliver C. Young, Debbie Bucki, John Spears (System Director), Carmina (System Trustee)

1) Call to Order

Meeting called to order at 5:37 pm.

2) Approval of Minutes for April 20, 2022 meeting

Ms. Franknecht motioned to approve the minutes, seconded by Mr. Voelkl.

3.) Approval of the agenda for June 1, 2022

Ms. Butler Smith asked if items under New Business could be added regarding 2021 the Amherst State report, number of trustee members.

All in favor

4) Public Comment

Nothing at this time.

5.) President's Report

Mr. Voelkl introduced System Director John Spears and System Trustee, Carima El-Behairy. Mr. Spears gave a short instruction. Discussion followed

6.) Trustees Report

Nothing at this time.

7.) Town of Amherst Council Member's report-Ms. Bucki opened discussion regarding ongoing Construction project and series of emails.

8.) Finances

A.) 2022 Budget-

i.) County bills paid – Checks 1901 -1910 Noting #1901was voided. Ms. Butler Smith commented on checks #1903, 1908, and 1910 these checks where payable to employees who travelled on work time for work related business. The board should note the amount of these checks are significantly less than past checks paid out for travel due to Ms. Butler-Smith reassigning various staff to other buildings, which lead to less travelling taking place. Motion to approve by Ms. Giambra, seconded by Ms. Selden. All in favor.

ii.) Williamsville Bills paid-Check 1252 to Dryden Mutual to cover insurance for bronze statue. 1st by Mr. Voelkl, 2nd by Ms. Selden, ALL in favor

iii.) Other Bills paid – paperwork provided by Clerk for this meeting shows checks 2697,2698,2690,2700,2701,2702,2704,2705 2713, 2714 2715 2716 2727 were paid Ms. Butler Smith noted check # 2696 was omitted paid to Walmart in the amount of 2864.89 This check covered items purchased for summer reading programs for all four Amherst Libraries. Cost for these items will be reimbursed by a grant from Central Library for program needs/cost.
Motion to approve by Ms. Giambra seconded by Ms. Feuerstein. All in favor.

B.) Town of Amherst Budget

No discussion at this time.

C.) Banking Balances-

No updates.

9.) Main Library at Audubon Expansion

A.) Ms. Butler-Smith explained that a meeting was held on May 31, 2022 with Town of Amherst engineers Burroughs and Bellacose, grant writer Connie Miner and herself to write an amendment for the Phase 1 grant that would change the scope of the project that if approved by NY Education Library grant office would allow the library to use the the \$315,000 for construction needs. Connie will submit the official request to the state and will advise when a decision is made. Current completion as projected by the meeting held on May 30 with the construction team is October 2022 which is past the June 30, 2022 deadline Ms. Butler –Smith has been stating.

B.) Mold Issue-remediation will be discussed at the next contractors meeting.

10.) Director's Report

Ms. Butler-Smith informed the Board that \$60,000 was received for the Amherst Public Libraries.

\$10,000 from the family of Lillian Unverleider which was allocated to the Clearfield branch. Ms. Unverleider was a lifelong patron of Clearfield and loved to read mysteries. Ms. Butler Smith discussed with her daughter how the family wanted the money to be used and it was determined that a special collection would be set up and maintained for Mrs. Unverleider much like that Kathy collection at the Eggertsville Snyder library

\$25,000 was received for NY State Assembly member Karen McMahan. Ms. Butler Smith submitted a grant to Assembly Member McMahan's office for a total of \$50,000, asking that \$25,000 be used to purchase and install security systems at the Clearfield, Eggertsville Snyder and Williamsville branches, an additional \$2500 was also requested for new family literacy program that were to be developed and offered to the public. Mr. Arnone, Karen McMahan's Chief of Staff informed Ms. Butler- Smith that NY Assembly was able to secure \$25,000 for Amherst Library to be used to for the security systems. As such Ms. Butler-Smith will seek bids for this.

\$25,000 was received from Erie County through great efforts of Amherst County Legislator, Jeanne Vinal. These funds will be used to increase the number of open public service hours for the Williamsville Library. Starting June 27 until the end of December 2022. Ms. Butler Smith commented how grateful she was to Ms. Vinal for getting these funds, but reminded the Board that this money was ONLY for the remainder of 2022 hours of operation and that there was no guarantee that additional funds would be available in 2023 or future years. It was recommended that the new hours of public service would be: Monday, Wednesday and Friday 9AM until 5PM

Tuesday and Thursday Noon until 8PM. This would have the Williamsville Library open 40 hours per week, doubling the current hours. Additional staffing will need to be hired to accomplish this matter. Discussion

held re Saturday hours at Williamsville. If possible the board will consider adding Saturday hours once the Farmers market has ended for 2022.

In light of current events, Ms. Butler Smith will request ALL Amherst staff to retake the Active Shooter training that is currently provided by the system. Training is to be concluded by June 15, 2022. Discussion held. Noted all Board members in approval, Mr. Spears commented that the System is also looking into other trainings that may be available for all staff to have. Ms. Butler Smith is also in the processing of reviewing all safe areas at each branch she will work with Library managers and building caretakers, Ms. Butler Smith commented about a patron matter specifically at the Eggertsville Snyder branch, discussion followed.

11.) GALA 2022

A.) Basket Raffle- held at the Clearfield Library netted \$3201 for the Williamsville branch. In total, 120 baskets/gift cards were raffled off.

12.) Buildings

A.) Williamsville- Roof -Gutters need replacement. Estimate of \$9348 was given for work needed, which will need to be approved by Town of Amherst Quote from Sanders Roofing, Town of Amherst contractor for roofing needs.

B.) Eggertsville -Roof and Windows- Still waiting on Sanders roofing for estimate for repairs. The Town is aware of these issues.

C.) Main Library at Audubon- Another window needs to be replaced waiting for estimate. Work will need to be approved by Town.

D.) Clearfield Parking lot- All repaired.

13.) Unfinished Business

Nothing at this time.

14.) New Business

A). The 2021 Amherst Public Library State Report flagged the number of trustees. In 2017/2018 the Amherst Library Board changed the bylaws to have a seven member board from five. At this time both the Trustee and Amherst Library Director failed to recognize the need for the Amherst Public Library Charter with New York State Education department to be amended. This error was caught by than System Director, Mary Jean Jakubowski. With Ms. Jakubowski, Ms. Butler-Smith did submit a request to have the Amherst Library board charter amended. However, it should be noted that no check was sent with this request and currently because of the construction project Ms. Butler-Smith does not access to the "charter papers". All necessary paper work to amend the number of Board members will be completed and sent to Albany with a check for \$60.00,

Motion to change the number of Amherst Public Library Board of Trustees Members from five to seven. 1st motion made by Ms. Selden, seconded by Ms. Franknecht. All in favor.

15.) Correspondence

A letter was received from patron D Rizzo stating she is upset about the number of books the Amherst libraries discard. Discussion held. Mr. Spears commented that this is a common concern with many patrons of all libraries and that the system was in the process of looking at other options. Ms. Butler-Smith reminded the board that every used book sale ends with a bag sale and that on the very last day anyone is able to take anything that is left over for free. The Amherst libraries do not have the staff to box up leftover items nor to take them somewhere else.

16.) Next meetings:

*** June 29 at 5:30 pm at the Main library at Audubon.**

17.) Adjournment -6:56 pm. Motion by Ms. Franknecht, seconded by Mr. Voelkl. All in favor.

After the board meeting a tour of the Main Library at Audubon took place with Board members, Mr. Spear and Ms. Carirma El Behairy. Special attention was given to construction areas.