

AMHERST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
February 24, 2021  
Secretary's Report

Present: Philip Casilio , Carolyn Giambra , Marilyn Feuerstein, Jeffrey Voelkl, Penny Wolfgang,  
Cynthia Selden, Michele Iannello-Ward,  
Phone In- Debbie Bucki  
Also Present: Roseanne Butler-Smith, Donna Kerr, Carol Kowalik-Happy  
Excused Absence- Marjorie Franknecht

1) Call to Order

Meeting called to order at 4:18 pm.

2) Approval of Minutes for January 25, 2021 meeting

Motion to approve by Cynthia Selden , seconded by Philip Casilio. All approved.

3) Approval of Agenda for February 24, 2021.

All approved.

4) Public Comment

Nothing at this time.

5) President's Report

Nothing at this time.

6) Trustees Report

A.) New York State Minimum Standards for Public Libraries-Trustee Training

Ms. Butler-Smith reminded Trustees to check their emails for notification of upcoming ACT meeting. Participation in the ACT meeting will count for 2 hours of state mandated training required of all Trustees.

7) Town of Amherst Council Member's Report

Ms. Bucki read a letter from Emily Melski detailing library expansion dates , interior details, and site plans. Ms. Bucki announced March 18 as the date for the Town Board to approve plans. Mr. Casilio questioned Ms. Bucki why the Board has not seen plans as of this date. Mr. Casilio requested site plans to include preliminary floor plan with all documentation. Ms. Bucki agreed to his request.  
Further discussion ensued.

8) Finances

A.) 2020 Budget

i.) Year End Transfer –County bill paid-check # 1775.(Fine money returned to County)  
Motion by Mr. Casilio, seconded by Ms. Feuerstein. All in favor.

#### B) 2021 Budget

i.) County Bills - # 1770-1774 paid. Motion by Mr. Casilio, seconded by Ms. Feuerstein.  
All in favor.

ii.) Williamsville Bills- no bills at this time.

iii.) Other Bills- # 2542-2549 paid. Motion by Mr. Casilio, seconded by Ms. Feuerstein. All  
in favor.

#### C.) Town of Amherst Budget

Amherst Public Library has been approved for a 2021 budget of \$40,000 to maintain the 4  
libraries.

#### D.) Banking Balances

Ms. Butler-Smith gave a handout to Trustees of the balances as of 12/31/2020.

Ms. Butler-Smith reported on the funding for Williamsville Library and the effects  
Covid-19 had on the GALA 2021 (canceled). Discussion ensued about various fundraising  
ideas that might boost funding for Williamsville Library.

### 9.) Director's Report

#### A.) Staff Training- Transgender/ Non Binary

Ms. Butler-Smith gave a memo to the Trustees for the training Staff and Trustees must take.

#### B.) Library Hours at Williamsville Library- patron concern

Ms. Butler-Smith explained the reasons for changing hours at Williamsville Library and dis-  
pelled the rumors that it had to do with the parking. Funding is a major issue since Central  
Library only provides a small percentage of funding and fundraising has been affected  
due to Covid-19 . Friday afternoons are working out very well with circulation up every  
week.

#### C.) Winter Wonderland of Hope Event

Ms. Butler- Smith reported one Trustee, Cynthia Selden and staff members worked the event  
on February 20<sup>th</sup>. We had costumed characters strolling the event and crafts to hand out.  
Not as many people showed up as had signed up . The Town is exploring hosting a Spring  
event.

D.) Staffing levels

Ms. Butler-Smith noted she had hired a full-time Librarian and will be hiring 3 desk staff and 2 shelving pages.

10.) GALA

A.) Basket Raffle- June or July 2021

Mr. Voelkl reminded Trustees that we needed more baskets, donations, gift cards. He also asked Trustees to donate \$10 for lottery ticket tree.

11.) Buildings

A.) Meeting Space

Ms. Butler-Smith announced in- house programming would begin at Audubon Library on a limited basis in April.

12.) Main Library at Audubon Expansion

A.) Phase 1-Meeting Room- Recently, Ms. Butler-Smith saw plans during a meeting with electrical and HVAC contractors. No bids have been taken on the work as of this time.

B.) Phase II –Children’s Area- approved/ announced Oct. 13, 2020.

13.) New Business

A.) Procurement Policy

Trustees reviewed the policy. Motion to accept-Ms. Feuerstein, seconded by Ms. Giambra. All in favor. Policy accepted

B.) Claims Auditor Policy

Trustees reviewed today. All in favor policy accepted

C.)Strategic Plan

Ms. Butler-Smith asked for 2 Board members to work with her on the 5 year goals for the Amherst Public Library. Ms. Feuerstein and Ms. Giambra volunteered.

14.) Unfinished Business

Nothing at this time.

15.) Correspondence

Ms. Butler-Smith read the letter submitted to the Amherst Bee giving accolades to Librarian Rich Peters and staff.

16.) Next Meeting: March 31 at Williamsville Library at 4:15 pm.

17.) Adjournment- 5:15 pm- Motion to adjourn by Michele Iannello-Ward, seconded by Penny Wolfgang. All in favor.

