

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



Tuesday, February 6, 2024 – starting at 5:30pm

Meeting held at the:
Main Library at Audubon – Community Room 1
350 John James Audubon Parkway
Amherst, NY 14228

Present: Jeffrey Voelkl, Oliver C. Young, Marilyn Feuerstein, Carolyn Giambra

Also present: Director Kristi Dougherty, Donna Kerr, David Saia

Excused absence: Penny Wolfgang

A). Meeting called to order and attendance

Meeting called to order at 5:37 pm.

B). Review and Approval of the minutes of the meeting held on December 4, 2023

Motion to approve by Oliver C. Young, seconded by Carolyn Giambra. All in favor.

C). Review and Approval of the Agenda for February 6, 2024 (rescheduled due to weather from January 17, 2024)

Motion to approve by Carolyn Giambra, 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 Library Liaison – To be determined
- Director Dougherty passed out hard copies of the Town Code of Ethics and Annual Financial Disclosures.

G). Report of the Library Director

- Buildings & Grounds

Williamsville:

Old air handler replaced and a new duct cleaning/filter system installed thanks to a grant acquired by the Town of Amherst. The library was closed December 20 & 21, 2023 for installation.

Statue donation for Pocket Park received and Village of Williamsville notified. Foundation should be poured soon.

Ice dam issues on side of building due to malfunctioning roof melters – Town is working to fix the issue.

Clearfield:

Window nooks in children's area has been given a fresh coat of paint.

The Town of Amherst will also be addressing basement and sidewalk water issues by dredging the adjacent retention pond and jetting the outlet pipe.

Belt on rooftop unit repaired. Boiler had difficulty with heating during the windstorm and several service calls were needed.

Audubon:

Roof leak in librarian's office completely repaired by subcontractors of the renovation contractor. Water damage – source unknown – in newly renovated area: No new leaks detected. Shelving will be replaced.

- Mr. Voelkl suggested looking into an insurance claim for the damaged shelves. Director Dougherty will research insurance options.

Exterior public door opener repaired. Updated graphics added to children's area, adjacent to the newly renovated area.

- Mr. Voelkl suggested a handicap button for the outside doors at Audubon Library and Clearfield Library.

New snow blowers purchased (old snow blowers were unable to be fixed) – one for heavier duty snow where a tractor may not be needed and another lighter duty model to remain inside the library's maintenance area to create a path to the shed & provide easier handling. Machines also serve as a backup for snow blowers at the other library locations.

- Further discussion on the snow blowers ensued.

Final report is ready for submission to close out Phase I & II of the NYS Construction grant. Assurance needs to be signed by Board President.

Once approved, an additional form will be sent by the state and the final 10% will be allocated.

Egbertsville-Snyder:

The Town is still working with vendor on estimates for roof work.

Ice dam issues on side of building due to malfunctioning roof melters – Town is working to fix the issue. Alarm monitoring issues, which were resolved.

Quarterly HVAC maintenance has been completed.

New alarm service company is going into place, inspections and updates will take place over the next few weeks/months. Monitoring will transition June 1, 2024. All State Fire & Security will be the new vendors.

Libraries were closed on January 14, 17 & 18 due to inclement weather.

- **Winter Programming & Partnerships**

Weekly winter storytimes run February 5 to March 28.

A PJ “bedtime” storytime, LEGO Party and a Snowman Storytime were offered in January. Other programs included English Conversation Group, Adult Craft Club, Book Clubs, and family movie night.

Various winter break and holiday programs are scheduled in February and March such as African Drum Workshops and a Jazz Concert for Black History Month, Chinese New Year Celebration, Seed Starting 101, a winter magic show, Groundhog storytime, space camps in anticipation of the April 8 eclipse, Pokémon Club, Jewelry making, Art classes, graphic novel book club for kids, and crafting for all ages.

Early literacy calendars were created by youth services staff based on a template from the Public Library Association and made available to families at our libraries.

Director Dougherty and Amherst Librarians met with each other on January 16, 2024 and with School Library Media Specialists from Williamsville Schools on January 29, 2024. Special thank you to librarian

Joan Stoltman for coordinating the school meetup.

- Mr. Voelkl suggested having a Staff Development Day for all staff with approval to close the Amherst Libraries to accommodate this event.

Solar eclipse glasses will be distributed on March 8, 2024.

- Library Materials

Circulation of materials checked out in December 2023:

Audubon - 34,031

Clearfield - 27,995

Eggertsville-Snyder - 13,336

Williamsville - 3,780

79,142 materials checked out in December 2023!

Circulation of materials checked out in January 2024:

Audubon - 32,512

Clearfield - 27,315

Eggertsville-Snyder - 12,444

Williamsville - 3,817

76,088 materials checked out in January 2024!

Juvenile fiction remains the highest circulating material.

- Book Sales

Big Book Sales:

Clearfield Library

January 24 - 27, 2024

\$2903.50

Main Library at Audubon

February 21 - 25, 2024

H). Finances

- 2024 Budget and 2023 bills paid
- County bills paid

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

- Williamsville bills paid

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

- Other bills paid

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

I). Old Business

- Executive Session

Called to order at 6:17 pm regarding Whistleblower Complaint.

Back into regular session at 6:47 pm.

A vote was conducted that is the unanimous conclusion of the Board of Trustees that the Whistleblower Investigation results are founded, and that appropriate disciplinary action is warranted.

J). New Business (voted on before proceeding to the Old Business/Executive Session)

- Board Member addition – David Saia

Motion to appoint David Saia as an Amherst Public Library Board member by Carolyn Giambra. Seconded by Jeffrey Voelkl. All in favor.

K). Correspondence/Other Items As Needed - nothing at this time.

Next meeting to be held:

Tuesday, March 12 at 5:30pm in the Williamsville Library Community Room

L). Adjournment – 6:47 pm. Motion by Jeffrey Voelkl, seconded by Oliver C. Young.