

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 25, 2020
Secretary's Report

Present: Philip Casilio , Carolyn Giambra , Marilyn Feuerstein, Jeffrey Voelkl, Penny Wolfgang
GoTo Meeting Attendees: Michele Iannello-Ward, Marjorie Franknecht , Cynthia Selden,
Debbie Bucki

Also Present: Roseanne Butler-Smith, Donna Kerr, Carol Kowalik-Happy, One Public
Attendee -name not given

1) Call to Order

Meeting called to order at 4:22 pm.

2) Approval of Minutes for November 17, 2020 meeting

Motion to approve by Philip Casilio , seconded by Marilyn Feuerstein. All approved.

3) Approval of Agenda for January 25, 2021.

All approved.

4.) New Business

A.) Election of Board Officers

President- Jeffrey Voelkl would like to continue.

Vice President- Cynthia Selden was nominated.

Secretary- Marilyn Feuerstein would like to continue.

Co- Treasurers- Marjorie Franknecht and Carolyn Giambra would like to share position.

Motion to approve- Philip Casilio, seconded by Penny Wolfgang; none opposed.
Mr. Voelkl reminded the officers to go to Town Hall to sign the book to make it official.

B.) Determine meeting schedule for February-May 2021

The Board determined at this time they want to schedule **Feb. 24 @ 4:15 pm** at the
Williamsville Library and **March 31 @ 4:15 pm** at the *Williamsville Library* also.

April and May meetings will be scheduled at a later date.

C.) Open Meeting Policy

Ms. Butler-Smith handed out the policy she received from Central Library. She explained it
is required by NY State. Mr. Voelkl asked for questions- none at this time. Mr. Casilio
motioned to accept, Ms. Giambra seconded the motion. All approved.

D.) Review Conflict of Interest Policy

Ms. Butler-Smith reviewed a Conflict of Interest Policy and advised that one copy needs to be
signed and kept in the Director's Office and one copy goes to NYS. The Town of Amherst

also receives a copy.

E.) Bank Signatures

Peter Arnold , a recently retired Librarian was on our bank accounts as a secondary Signature. Ms. Butler-Smith needs to change signatures and needs Board approval to have Mary Lou Kinyon , Library Manager, added to accounts. The Board approves of the change.

5) Public Comment

Nothing at this time.

6) President's Report

Nothing at this time.

7) Trustees Report

Nothing at this time.

8) Town of Amherst Council Member's Report

Ms. Bucki complimented staff on the great job they did during these unusual times.
Nothing else to report at this time.

9) Finances

A.) 2020 Budget

i.) County Bills Paid- check #s 1750-1769 . Ms. Iannello -Ward motioned, Mr. Casilio seconded. All approved.

ii.) Williamsville Bills Paid-check #s 1243-1245. Ms. Iannello-Ward motioned, Mr. Casilio seconded. All approved

iii.) Other Bills Paid- APL Secondary account checks #2526-2541. Ms. Iannello-Ward Motioned, Mr. Casilio seconded. All approved.

****Note- some bills were paid in January 2021.**

B) Town of Amherst Budget-nothing to report at this time.

C.) Banking Balances- Ms. Butler-Smith asked to table this item until the next Board meeting.

D.) 2021 Budgets-

i.) Town of Amherst-nothing to report

ii.) County- Ms. Butler-Smith reported that the 2021 budget was static-no increases for 2021.

10.) Director's Report

A.) Library Hours of Service for Williamsville and Eggertsville- Ms. Butler-Smith notified the Board that there will be less money for the Williamsville Library funded from the system- One hour per week per staff member will be paid by system as to keep the employee on the County payroll. Due to financial concerns primarily the cancellation of Love Your village Love your library 2021 Gala fundraisers, Ms. Butler-Smith recommended to the board that open hours of public service be reduced starting in March of 2021 as to bring down operational cost. The director suggest the hours to be:

4-8 pm on Tuesday and Thursdays. This will be a change from the current 1-8 pm.
Monday, Wednesday no change 10 -2; Friday 1 - 5

Board approves of the change.

B.) Town of Amherst **Winter Wonderland of Hope** event- Saturday, February 6- Amherst Public Library will have 3 tents at this event. Our staff will be storybook characters, hand out crafts and library info.

C.) Micro Cluster Plan Orange- Ms. Butler-Smith gave handouts to the Board members. The plan involves limits on patron numbers, square footage of space, curbside service, etc.

D.) Operations Health Emergency Plan- tabled until next month.

E.) Staff Training-Non-Binary/ Transgender-Staff will be required to view 2 videos and a reading. Trustees will be sent the same training material.

F.) Staffing Levels- Ms. Butler-Smith noted we have lost many staff members, some remaining staff have limited their availability, one Librarian retired, another Librarian took a full-time job at Central.

G.) NYS Minimum Standards-Trustees are now required to take 2 hours of training per year. Attending an ACT meeting will count.

11.) GALA

A.) Lisa Fessard-\$1000 Donation-The Board commends her generosity.

B.) Basket Raffle- June or July 2021. Ms. Butler-Smith felt waiting until summer would generate more money. Also the baskets will be at Audubon Library since foot traffic is the highest at that location.

12.) Buildings- nothing to report.

13.) Main Library at Audubon Expansion-

- A.) Phase 1-Meeting Room-Needs to be completed by June 2022. Ms. Butler-Smith expressed concern that work has not been started. Discussion ensued .
- B.) Phase II –Children’s Area- approved/ announced Oct. 13, 2020.

14.) Unfinished Business- nothing at this time.

15.) Correspondence- none at this time.

16.) Next Meeting- February 24,2021 @ 4:15 pm at Williamsville Library.

17.) Adjournment- 5:15 pm- Motion to adjourn by Philip Casilio, seconded by Marilyn Feuerstein. All approved.