

# Minutes for the Meeting of the Board of Trustees of the Amherst Public Library



Tuesday, March 12, 2024 at 5:30pm

Meeting held at the:  
**Williamsville Library**  
5571 Main Street  
Williamsville, NY 14221

A). Meeting called to order and attendance at 5:37pm.

Present - Jeffrey Voelkl, Marilyn Feuerstein, Penny Wolfgang, Oliver C. Young, David Saia

Also Present: Director Kristi Dougherty, Donna Kerr

Excused Absence: Carolyn Giambra

B). Review and Approval of the minutes of the meeting held on February 6, 2024

**Motion to accept by Oliver C. Young, seconded by David Saia. All in favor.**

C). Review and Approval of the Agenda for March 12, 2024

**Motion to accept by Oliver C. Young, seconded by David Saia. All in favor.**

D). Public comment -none at this time

E). Report of the President -none at this time. President Voelkl was excused from the meeting at 5:50 pm. Vice President Oliver C. Young continued the meeting.

F). Committee Reports

- Town of Amherst Library Liaison -No one appointed at this time.

G). Report of the Library Director

- Buildings & Grounds

**Williamsville:**

Missing tiles replaced.

**Clearfield:**

No updates to report.

**Audubon:**

New floor cleaner purchased to replace 15 year old unit (replacement parts out of stock) - battery from old unit will be used as backup.

**Egbertsville-Snyder:**

Internet outage February 21 & 22, 2024 - building remained open.

- Programming & Partnerships

Various space related events leading up to the April 8, 2024 solar eclipse include Solar Eclipse family presentations by the Buffalo Museum of Science and Space Camp. Eclipse glasses were distributed at all Amherst Library locations on March 8, 2024.

Other programs include: Weekly storytimes, Local author visits, Origami, Adult Crafts, Kids' Craft Club, Teen Writing Challenges & Poetry, Teen Graphic Design Club, Pokemon Club, Book Clubs, Persian new year (Nowruz) celebration, Book a Technology Trainer, and LEGO Drop-In

Librarians Beth Staebell and Angela Kelkenberg will also be conducting outreach onsite at multiple after school programs.

- Library Materials

Circulation of materials checked out in February 2024:

Audubon - 33,794  
Clearfield - 26,475  
Egbertsville-Snyder - 13,452  
Williamsville - 3,807

77,708 materials checked out in February 2024!

Juvenile fiction remains the highest circulating material.

- Book Sales

Big Book Sale:  
Main Library at Audubon  
February 21 - 25, 2024  
\$4449.50

Pop-Up Book Sale:  
Clearfield Branch  
March 13 - 16, 2024  
April 17-20, 2024 (includes media)

- Reporting Updates

Director Dougherty is working on the Annual Report for New York State, which will be ready for a Resolution at the April board meeting.

New York State Sales Tax was submitted on March 12, 2024.

Additional information is also being sent to New York State, upon their request, for closing out Phase I & II of the Amherst Main Library Expansion.

#### H). Finances

- 2024 Budget
  - County bills paid

Motion to approve by David Saia, seconded by Oliver C. Young. All in favor.

- Williamsville bills paid

Motion to approve by David Saia, seconded by Oliver C. Young. All in favor.

- Other bills paid

Motion to approve by David Saia, seconded by Oliver C. Young. All in favor.

#### I). Old Business

- Officers of the Board

**President- Jeffrey Voelkl**

**Vice President- Oliver C. Young**

**Treasurer- Carolyn Giambra**

**Secretary- Marilyn Feuerstein**

Motion to accept these positions by Penny Wolfgang, seconded by David Saia.

All in favor.

#### J). New Business

- Personnel Appointments

Pay Period 8 (begins March 23) – Page part-time at Audubon

Pay Period TBD – Librarian I full-time (due to Pay Period 8 retirement)

Pay Period TBD – Caretaker full-time (to cover Eggertsville-Snyder & Williamsville Libraries)

(Retroactive)

Pay Period 7, 12, 15, 18, & 21 (2023) Pay Period 3 (2024)

- Director Dougherty explained that based on the Trustees Handbook new staff appointments need to be approved by the Board of Trustees. All full-time appointments must be approved before their hiring date. Part time staff can be hired without prior approval before their start Date but approved at the following Board meeting. Director Dougherty presented the dates listed above with the names of hires done during those pay periods for approval.

Motion to approve by Jeffrey Voelkl, seconded by Marilyn Feuerstein.

All in favor.

- Photography and Filming Policy

Discussion ensued. Will discuss further. Action tabled until next meeting.

K). Correspondence/Other Items As Needed

Discussion about adding more Board members was broached by Ms. Wolfgang.

Ms. Feuerstein agreed to look into approaching local organizations that may be interested in Board positions. Mr. Saia volunteered to work on an informational hand-out describing responsibilities of Library Board members.

Next meeting to be held:

Monday, April 29, 2024 at 5:30pm – Eggertsville-Snyder Library (Community Room)

L). Adjournment -6:15 pm.

Motion to adjourn by Marilyn Feuerstein, seconded by Penny Wolfgang. All in favor.