

AMHERST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, May 20, 2015  
Secretary's Report

Present: Julie Anain, Marjorie Franknecht, Carolyn Giambra, Elizabeth Hofmeister, Ronald Kern,  
Ramona Popowich, Barbara Robshaw, Jeffrey Voelkl, Marjorie Zelman  
Also: Roseanne Butler-Smith, Sara Edwards, Mary Jean Jakubowski, Kenneth Stone

1) Call to Order

Mr. Voelkl called the meeting to order at 4:18 PM in the study room at the Clearfield Library.

2) Approval of Minutes

On a motion by Ms. Anain and a second by Ms. Giambra, the minutes of the meeting were approved.

3) Approval of Agenda

On a motion by Ms. Hofmeister and a second by Ms. Zelman, the agenda for today's meeting was approved.

4) Public Comment

None.

5) President's Report

Tabled.

6) Trustee's Report

No report at this time.

7) Director's Report

Director Butler-Smith requested that the Board enter into executive session.

At 4:25 p.m., on motion by Mr. Voelkl, seconded by Ms. Zelman, the Board went into Executive Session to discuss a patron related matter. At approximately 4:29 p.m., on motion by Ms. Franknecht, seconded by Ms. Anain, the Board concluded Executive Session and reconvened in public session.

Director Butler-Smith explained that the Employee Handbook distributed to and approved by the board in January applies to all full-time, regular part-time and part-time employees of the Amherst Public Library, not only to full-time staff as previously stated. Mr. Voelkl asked for a motion to approve the Employee Handbook again in light of this clarification. Ms. Hofmeister moved and Ms. Franknecht seconded a motion to approve the Employee Handbook. The board unanimously approved the Employee Handbook.

## 8) Finances

### A) 2015 County Budget April Monthly Report

The Director discussed the monthly financial report for April 2015 answering questions from Mr. Kern regarding the adopted budget and expenses.

### B) 2016 Budgets

1) The Director informed the Board that the Town of Amherst budget request is due next week. The Town budget is used to manage maintenance costs of the four Amherst libraries.

#### 2) Town of Amherst Capital Improvement Request

The Capital Improvement monies are used for physical improvements, major repairs or new construction. This is also due next week

#### 3) County of Erie budget request

The county of Erie provides operational funding for the library.

Director Butler-Smith would like to have operational funding increased for 2016 for the Amherst Libraries in order to meet the needs of the public. Budget cuts beginning in 2010 resulted in downgrading several Amherst librarians from full-time status to regular part-time status, other staff positions were terminated. The staff at present continues to do more with less working hours and this is not sustainable. She distributed information pertaining to staffing patterns and statistics for the four Amherst Libraries. A comparison of staffing levels for 2009 and 2015 for libraries within the B&ECPL system and Amherst Library staffing levels was made. Amherst was revealed to be understaffed in comparison to other libraries within the B&ECPL system. Rising program attendance, ever-increasing requests for one-on-one technology classes and requests for programming suggests a need for increased staffing and funding. She would like to reinstate Librarians who were full-time prior to being downgraded to regular part-time status in 2011 back to full-time status. She also noted that there were staff upgrades and promotions at the Central library.

Ms. Jakubowski stated that positions were also eliminated at the Central Library and that staff promotions were due to retirement, restructuring and other factors.

Mr. Stone stated that this was the reduction strategy Amherst Public Library chose.

Mr. Kern asked where funds used to peruse the Special Legislative District Public Library came from. Mr. Stone and Ms. Jakubowski reported that these funds were from the fund balance and funds from the operating budget were not used. A discussion ensued with several board members asking questions regarding usage of the fund balance.

### C) IRS Form 990

The Director has filed IRS Form 990, Return of Organization Exempt From Income Tax. As a tax exempt organization the library is required to file this form annually.

9) Buildings

Mr. Voelkl asked if the automated return system at Audubon was the only one in use in the B&ECPL system and how the public response to it has been. Director Butler-Smith replied that it is the only automated return in the B&ECPL system. Public and staff response has been overwhelmingly positive. There has been some criticism from the public which has been addressed.

10) New Business

Director Jakubowski discussed the 2015-2016 B&ECPL Goals & Objectives explaining that the library will submit an updated System Plan of Service to New York State for 2017-2021. Mr. Voelkl asked how the library determines and measures the progress of its Goals & Objectives. Ms. Jakubowski said data is constantly being collected, committees formed and surveys are conducted to do this and that focus groups will be held in future.

11) Unfinished Business

Director Butler-Smith stated that the Board must decide which procurement policy it will follow; the policy used by the Central Library, provided by Mr. Stone, or the Town of Amherst Policy. Mr. Voelkl said the matter will be tabled for now with further discussion to take place at a future date.

12) Correspondence

Director Butler-Smith received official notification from the Central Library confirming that Kathleen Berens Bucki was assigned as the liaison to the Amherst Public Library.

13) Next Meeting

Director Butler-Smith suggested that the board set the dates and times for Amherst Public Library Board of Trustees meetings for the remainder of this year. The board unanimously agreed on the following dates:

Thursday, July 23, 2015 at the Audubon Library

Wednesday, September 16, 2015 at the Eggertsville-Snyder Library

Tuesday, October 20, 2015 at the Williamsville Library

Wednesday, November 18, 2015 at the Clearfield Library

All meetings will begin at 4:15 PM.

14) Adjournment

There being no further business, on a motion by Barbara Robshaw, seconded by Marjorie Franknecht, the meeting was adjourned at 6:02 PM.