Present: Marjorie Franknecht, Carolyn Giambra, Elizabeth Hofmeister, Ronald Kern, Ramona Popowich, Jeffrey Voelkl, Marjorie Zelman
Also: Roseanne Butler-Smith, Sara Edwards
Excused: Julie Anain,

1) **Call to Order**
Mr. Voelkl called the meeting to order at 4:15 PM in study room two at the Audubon Library.

2) **Approval of Minutes**
On a motion by Ms. Franknecht and a second by Ms. Zelman, the minutes of the meeting held on November 18, 2015 were approved.

3) **Approval of Agenda**
On a motion by Mr. Voelkl and a second by Ms. Zelman, the agenda for today’s meeting was approved.

4) **Public Comment**
None.

5) **Director’s Report**
Mr. Voelkl reported that Barbara Robshaw resigned from the Board effective December 31, 2015 and that the Board is grateful for her many years of dedicated service.

The Director informed the Board that the Amherst Public Library Charter indicates a five member Board of Trustees and the bylaws state a seven member Board. Discussion ensued. A motion to change the charter was made by Ms. Franknecht, seconded by Ms. Hofmeister. The Board unanimously agreed the charter should be changed to specify a seven member Board. The Director will notify the NYS Department of Education to change the charter and take the necessary steps needed to accomplish this change.

6) **Trustee’s Report**

The Board unanimously elected the following officers:

President: Jeffrey Voelkl
Vice President: Marjorie Zelman
Treasurer: Marjorie Franknecht
Secretary: Elizabeth Hofmeister
Future meeting dates and locations were selected as follows:

- Wednesday, February 17, 2016  Clearfield Library
- Wednesday, March 30, 2016  Eggertsville Library
- Wednesday, April 26, 2016  Williamsville Library
- Tuesday, May 25, 2016  Audubon Library
- Wednesday, July 13, 2016  Clearfield Library

7) **Finances**

Two staff members retired in January, 2016. This necessitates a payout of expenditures which were not budgeted for. The Central Library has a provision to assist financially when a contract library is faced with unanticipated expenditures and this process will cover the cost of these retiree payouts.

Sandra Booth retired as branch manager at Clearfield and will take on the duties of branch manager at Williamsville on January 25, 2016 working approximately sixteen hours weekly.

The Director will be moving two regular part time librarians to full time positions at Audubon and Clearfield branches eventually restoring three more librarians to full time status.

Ms. Zelman and Librarian Mr. Arnold will be the new cosigners on the Amherst Public Library bank accounts.

Audubon Library will again receive funds for the gardens courtesy of the Bobinski gift to the Library Foundation of Buffalo and Erie County.

8) **Buildings**

The carpet at Clearfield will be replaced this year.

The town of Amherst will be moving the fire inspection and fire alarm monitoring to their Central Alarm System at some future date.

9) **Gala Fundraiser**

Discussion ensued regarding sponsors and donors to the fifth annual “Love Your Village, Love Your Library” event. The theme of this year’s Gala is “The Mad Hatter Returns.” Gift baskets for the basket raffle are needed along with items for the silent auction.

The Chili cook off at the Irishman restaurant took place on January 31, 2016 with proceeds benefiting the Williamsville Library.

10) **Board Policies**

The Whistle Blower and Conflict of Interest policies that the board voted in at the November, 2015 meeting will be sent to the secretary.

11) **New Business**

The 2015 year end system statistics have been compiled and show circulation of materials at many libraries decreased. The Audubon branch maintains its #2 position as the second highest in circulation in the B&ECPL system; however, circulation is down 6% from last year. The decrease
in circulation is due in part to eBranch and downloadable eBooks, Audio books and Video. Clearfield ranks at #4, Eggertsville-Snyder at #11 and Williamsville at #28.

12) **Unfinished Business**
The December performance of *A Christmas Carol* generated over $700.00 in funds for the Williamsville branch.

13) **Correspondence**
An ACT meeting will be held on February 6, 2016 at the Central Library.

14) **Next Meeting**
The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for Wednesday, February 17, 2016 at the Clearfield Library.

15) **Adjournment**
There being no further business, on a motion by Ms. Zelman, seconded by Ms. Hofmeister, the meeting was adjourned at 5:12 PM.