

AMHERST PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

Wednesday, March 30, 2016

Minutes Taken by Elizabeth Hofmeister

Present: Julie Anain, Marjorie Franknecht, Carolyn Giambra, Elizabeth Hofmeister, Ronald Kern, Jeffrey Voelkl,

Also: Debbie Bucki, Roseanne Butler-Smith, Judge Penny Wolfgang

Excused: Marge Zelman

1. Call to Order

Mr. Voelkl called the meeting to order at 4:20 p.m. in the study room at the Eggertsville-Snyder Library.

2. Approval of Minutes

On a motion by Ms. Franknecht and a second by Ms. Anain, the minutes of the meeting held in February were approved.

3. Approval of Agenda

On a motion by Mr. Kern and a second by Ms. Giambra, the agenda for today's meeting was approved.

4. Public Comment

None

5. Director's Report

A. Gala Update – Ms. Butler-Smith provided lists of donors, sponsors, proceeds, and expenses. The Gala had a net profit of \$30,392.34. Mr. Voelkl thanked Deb Habes and many others who volunteered to make this event so successful.

B. Staffing – Ms. Butler-Smith reported that the budget will show 2 librarians are now full-time as a result of funding being redirected from a retirement of a Librarian II in December 2015. All staff are completing on-line Harassment training.

6. President's Report

A. Mr. Voelkl gave a warm welcome to Judge Penny Wolfgang, who will be joining the Amherst Public Library Board of Trustees. The Amherst Town Board will vote to approve her appointment at the Town board meeting on April 4, 2016.

7. Trustee's Report

A. NYLA Advocacy Day - Ms. Butler-Smith and Ms. Giambra represented the Amherst Public Library system on March 2, 2016, in Albany. They visited the offices of Senator Ranzenhofer and Assemblyman Ray Walter.

B. ACT meeting is upcoming on April 9, 2016 at the Clarence Library. Mr. Kern will attend.

8. Finances

A. Ms. Butler-Smith provided reports of the January – March 2016 expenses. A new Request for Reimbursement form is in use.

B. The library's credit card processor needs an updated list authorized contacts. Ms. Hofmeister will draft a letter with updates. The use of credit cards is important for collecting late fees for overdue materials.

C. Ms. Butler-Smith stated that payment for some invoices was delayed due to the Town of Amherst policy regarding contractor insurance. Ms. Bucki reported that invoices have been paid.

9. Buildings

A. Cracked glass in a window at Audubon will be repaired. Many geese are present around Audubon library and can be aggressive toward patrons and staff.

B. A contract is needed for the sprinkler system.

C. Ms. Butler-Smith provided a list of recent Town of Amherst expenditures.

10. Board Policies

A. Ms. Butler-Smith distributed a packet of current Board by-laws, and a handbook for library trustees of New York State. Amherst Public Library adopted the Central Library's policies with the exception of the Procurement Policy. The Board adopted the Town of Amherst Procurement Policy since funding comes from the Town. Trustees were asked to review this packet and handbook.

B. Mr. Voelkl raised the question of what the Board would do in the event of a tie vote if it has an even number of Trustees. Roberts Rules of Order would be followed and the vote would be tabled until next meeting when the Board would re-vote.

11. New Business

A. The group discussed an issue involving the bathrooms in Audubon Library.

12. Unfinished Business

None

13. Correspondence

None

14. Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for Tuesday, April 26, at 4:15 p.m. at the Williamsville Library.

15. Adjournment

There being no further business, on a motion by Ms. Giambra, seconded by Ms. Franknecht, the meeting was adjourned at 5:35 p.m.