

AMHERST PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
January 25, 2017  
Secretary's Report

Present: Carolyn Giambra, Marjorie Franknecht, Elizabeth Hofmeister, Ronald Kern, Penny Wolfgang, Jeffrey Voelkl, Marjorie Zelman

Excused Absence: Julie Anain

Also Present: Deborah Bruch Bucki, Roseanne Butler-Smith, Donna Kerr

1) Call to Order

Ms. Zelman called the meeting to order at 4:18 PM in the study room of the Clearfield Library. Jeffrey Voelkl arrived 4:28PM.

2) Approval of Minutes

The minutes of the December 8, 2016 meeting were approved. Accepted by Ms. Wolfgang, seconded by all.

3) Approval of Agenda

The agenda for today's meeting was unanimously approved.

4) Public Comment

None

5) President's Report

Election of Officers 2017 -voted to keep all incumbents in place.

President Jeffrey Voelkl  
Vice President – Marjorie Zelman  
Secretary – Liz Hofmeister  
Treasurer- Marjorie Franknecht

Board officer terms are one year.

6) Director's Report

Amherst Public Library Staffing:

Laura Stachura was introduced as the new Senior Library Clerk at Clearfield Library.

Gala:

Sponsors ,baskets, ticket sales need a push now. Roseanne Butler-Smith did a radio spot in support of fundraising events for the Williamsville Library. Discussion followed about the "Chili Cook-off" and the support from The Irishman Restaurant on January 29.

John Summers interviewed Roseanne Butler-Smith for Channel 7 to promote Amherst Library and the Gala.

7) Trustee's Report

Discussed December 10, 2016 ACT meeting.

Trustee Workshop- registration due as soon as possible. Next ACT meeting on February 11. Officers needed.

8) Finances

2016 Budget- 2016 budget has been closed out.

Approved by the Board. Discussed buyouts to cover 2016 health and retirement expenses.

2017 Budget-

Every month checks will be brought to be approved by the Board and signed by the appropriate signatures.

Reviewed with Board members the new format listing all checks being signed and approved at each meeting.

Mr. Kern motioned to pay all bills, 2<sup>nd</sup> by Ms. Hofmeister. All in favor.

Contract Extensions-Central administration recommends 2016 Contract extensions. Budget schedules for 2017 were handed out for Board members to review on their own. Discussion followed.

Clearfield Library will be opening to the public at 10 am on Fridays after the carpet replacement job is complete. That changes Clearfield Library hours to 10-9 pm from the previous 1-9pm. Three hours of public service added.

Town of Amherst Budget-

All bills paid for 2016 from Town of Amherst. Ms. Bucki was asked to help get Ms. Butler-Smith access to the Town of Amherst intranet.

2016 NYS Comptroller's Report-

Ms. Butler-Smith filed an extension for the NYS Comptroller's Report filing.

9) Buildings

Town contract for HVAC- It is currently out to bid for all 4 buildings.

Security cameras/AED-Discussed going through the County for a bid.

Clearfield Carpet Project (2/18-3/6/2017)-Moving books,etc. begins 2/18 with all staff from the four Amherst libraries being required to work. Asbestos abatement starts February 20 then carpet replacement will begin. Discussion ensued about the logistics of the move. Bookmobile will provide services at Clearfield Library on Saturdays and a few weekdays during the shutdown.

Mr. Voekl noted that the contract needs a wording change. Ms Butler-Smith would call Purchasing Dept. about the contract wording.

10) Unfinished Business

None

11) New Business-

Library Advocacy- March 1 is Library Advocacy Day in Albany. There is a bus available if any Trustees would like to attend. Ms. Butler-Smith will be attending.

Thefts- DVDs, CDs , books-Reports have been made to Amherst Police. We will be prosecuting anyone who steals from the Amherst Library.

Signage-Ms. Franknecht noted that there is no signage on the local roads to identify the location of Amherst Libraries. Ms. Bucki to approach the Town on this issue.

12) Correspondence

Comment from patron Jessica was read and discussed by the Board.

WNYLRC correspondence discussed.

13) Next Meeting

The next meeting of the Board of Trustees of the Amherst Public Library is scheduled for March 8 , 2017 at 4:15pm at the Eggertsville-Snyder Library. April 26 meeting will be at Clearfield Library.

13) Adjournment

There being no further business, the meeting was adjourned at 5:28 PM.