

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



Tuesday, December 3, 2024 – starting at 5:30pm

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

A.) Meeting called to order and attendance – 5:34 pm by Jeffrey Voelkl

Present: Jeffrey Voelkl, Marilyn Feuerstein, Carolyn Giambra, David Saia,
 Oliver Young (5:39 pm)

Excused absence: Penny Wolfgang

Also present: Director Kristi Dougherty, Laura Stachura, Angela Marinucci and
 one member of the public

B.) Review and Approval of the minutes of the meeting held on October 23, 2024

Motion to approve by Carolyn Giambra, seconded by David Saia.

All in favor.

C.) Review and Approval of the Agenda for December 3, 2024

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

All in favor.

D.) Public comment – nothing at this time

E.) Report of the President - nothing at this time

F.) Finances

- 2024 Budget
- County bills paid

Motion to approve by Marilyn Feuerstein, seconded by David Saia.

All in favor.

- Williamsville bills paid

Motion to approve by Marilyn Feuerstein, seconded by David Saia.

All in favor.

- Other bills paid

Motion to approve by Marilyn Feuerstein, seconded by David Saia.

All in favor.

G.) Committee Reports

- Town of Amherst Library Liaison – Angela Marinucci
Town budget was approved and that there will be a reorganization in early January, so Angela will keep us informed if she will remain the library liaison.

Information was requested for any newly appointed library board members – names, resumes/applications.

H). Report of the Library Director

- Building & Grounds

Williamsville:

Staff door to be repaired by the Town – new crash bar & handle installed. New handheld salt spreaders and buckets put in place at staff and public entrances.

Clearfield:

Carpets deep cleaned and WiFi router wires repaired in community room, Charging station for devices added to computer area

Audubon:

Fire sprinkler inspection scheduled for mid-December. Director Dougherty met with All State Fire & Security with regard to updating the security system, mapping out zones, adding sensors to the renovated area and also inquired about an estimate for cameras. Director Dougherty also met with a Signworks representative regarding repair to the counter wrapping in various areas of the library that have been damaged.

Egbertsville-Snyder:

Automatic door near the public bathrooms has been temporarily repaired and a part has been ordered to fully update the mechanism to ensure ADA compliance.

Ice melt ordered and stocked at the four Amherst Libraries. The three caretakers were provided with updated apparel and footwear to be kept at the library. Seasonal décor being added and updated at the libraries.

- Library Material Circulation

Circulation of materials checked out in October 2024:

Audubon - 36,631
 Clearfield - 27,848
 Eggertsville-Snyder - 12,465
 Williamsville - 4,332

81,276 materials circulated in October 2024!

Circulation of materials checked out in November 2024:

Audubon - 33,777
 Clearfield - 25,212
 Eggertsville-Snyder - 12,747
 Williamsville - 3,757

75,493 materials circulated in November 2024!

The Williams Mills Chapter of the Daughters of the American Revolution pursued a grant and donated \$600 to the Amherst Libraries to purchase books about the American Revolution, Declaration of Independence and patriots of that era. Books will be purchased in early **2025 by Director Dougherty**. An article about the donation was in the November 13, 2024 issue of the Amherst Bee and featured Librarian Wanda Collins accepting the check from members.

- Programming

November 26, 2024 - 50 students from a Charter School toured the Main Library at Audubon and went on a scavenger hunt for materials, led by Librarian Beth Staebell and Librarian Trainee Katherine Pizzuto.

Holiday Specials scheduled for December: Santa Story times & Visits, Hanukah Story time, Diwali Story time, Cookie Decorating, Flute Performance by Lake Effect Winds Flute Choir, Holiday Bow Making with the Smallwood Garden Club, Gingerbread Houses, Pokémon Holiday Party, Christmas Family Rave, Winter Wonderland with the Wondermakers, Noon Year's Eve Party, and various Drop-In winter break activities.

The Library will also be partnering with the Amherst Community Diversity Commission for Stories Around the World at the Audubon Library on Saturday, December 28 from 11am to 2pm.

Other programs include: Technology training, Chair Yoga, Adult Craft Club, Mahjong Club, and Book Clubs

Weekly story times and programming to resume the week of February 3.

- Book Sales

Pop-Up Book Sale – Clearfield Library
November 6 – 9, 2024
\$1,528.75

Book & Media Sale – Audubon Library
November 13 – 17, 2024
\$5,872.50

Pop-Up Book Sale – Eggertsville-Snyder Library
January 15 – 18, 2024

Book Sale – Clearfield Library
January 22 – 25, 2024

- Professional Development

Director Dougherty and Librarian Joan Stoltman presented at the Buffalo & Erie County Library's Youth Services Group Meeting about Baby Raves. Librarians Angela Kelkenberg and Wanda Collins also attended the meeting.

Librarian Mary Koenig received virtual certification for Adult Mental Health First Aid. This workshop contained resources & techniques to provide initial help to someone experiencing a mental health or substance abuse challenge.

Librarian Trainee Katherine Pizzuto has been accepted into the New York Library Association (NYLA) Developing Leaders Program! The program consists of two in-person sessions and 11 live virtual sessions via Zoom. The Kick-off and Capstone sessions are held in-person in Albany, NY. Participants will have the opportunity to: Develop the confidence and skills to effectively navigate daily challenges as a new leader or manager; Build and strengthen a professional network to access ideas, support, and partnerships; and Effectively and innovatively address macro and micro issues within the New York State library community through collaborative efforts.

I.) Old Business

- Old Home Days (Tuesday through Friday July 15 – 18, 2025) and the Williamsville Library - **Discussion ensued regarding closing the Williamsville Library during Old Home Days and the 2024/2025 New Year's Eve holiday.**

Revisions For Holiday Hours/Closing Changes:

2024

Tuesday, New Year's Eve

12/31/24 – Close Williamsville (normally open 4-8pm)

12/31/24 – Close Audubon Library at 6pm to be consistent with Clearfield and Eggertsville-Snyder Libraries

2025

Old Home Days: Tuesday through Friday July 15 – 18, 2025 (11am-11pm daily), recommend closing all 4 days

Conserve electric power – Amherst Police plug into the outlets outside of the building and last year it blew a breaker, Delivery unable to gain access to drop off items, typically no library programs scheduled during the event days, bathroom issues, no parking for patrons or staff

Last year Williamsville Librarian did outreach by partnering with Amherst Youth & Recreation for a storytime on the Thursday at Old Home Days

Wednesday

New Year's Eve 12/31/25 – Close at 6pm -- Audubon (normally open until 9pm), Clearfield (normally open until 9pm), and Eggertsville-Snyder (normally open until 7pm), Williamsville to remain at 10am-2pm.

Updated closings for 2025:

HOLIDAY CLOSINGS

2025

New Year's Day	Wednesday, January 1, 2025
Martin Luther King Jr. Day	Monday, January 20, 2025
President's Day	Monday, February 17, 2025
Good Friday	Friday, April 18, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday June 19, 2025
Independence Day	Friday, July 4, 2025
Old Home Days (WILLIAMSVILLE LIBRARY ONLY)	
	Tuesday, July 15 – Friday, July 18, 2025

Labor Day Monday, September 1, 2025
Veteran's Day Tuesday, November 11, 2025
Thanksgiving Thursday, November 27, 2025
Christmas Eve Wednesday, December 24, 2025
Christmas Day Thursday, December 25, 2025
New Year's Eve Wednesday, December 31, 2025*

*Audubon, Clearfield and Eggertsville-Snyder Libraries to close at 6pm.

SUNDAY HOURS (12-5pm) Main Library at Audubon ONLY

January 5 to June 8, 2025 (no April 20 & May 25)

September 7 to December 14, 2025 (no December 21 & 28)

**Motion to approve by Jeffrey Voelkl, seconded by Marilyn Feuerstein.
 All in favor.**

J.) New Business

- 2025 Board Meetings – **discussion ensued to determine dates. The following was agreed upon.**

January 28, 2025 - Tuesday
March 5, 2025 - Wednesday
April 8, 2025 - Tuesday
May 21, 2025 -Wednesday
July 9, 2025 - Wednesday
September 11, 2025 -Thursday
October 21, 2025 -Tuesday
December 3, 2025 - Wednesday

**Motion to approve by Carolyn Giambra, seconded by David Saia.
 All in favor.**

Director Dougherty assigned meeting locations based on library hours and room availability.

Tues. January 28, 2025 (Audubon Library - Community Room 1)

Wed. March 5, 2025 (Eggertsville-Snyder Library - Community Room)

Tues. April 8, 2025 (Williamsville Library - Community Room)

Wed. May 21, 2025 (Clearfield Library - Community Room)

Wed. July 9, 2025 (Egbertsville-Snyder Library - Community Room)

Thurs. September 11, 2025 (Audubon Library - Community Room 1)

Tues. October 21, 2025 (Williamsville Library - Community Room)

Wed. December 3, 2025 (Audubon Library - Community Room 1)

- Executive Session to discuss a personnel matter and board member applications

Executive session called to order at 6:02 pm by Jeffrey Voelkl, seconded by Oliver Young.

Members Present: Jeffrey Voelkl, Marilyn Feuerstein, David Saia, Carolyn Giambra, Oliver C. Young

Invited Guest: Director Kristi Dougherty

Items discussed: Personnel matter and Trustee applicants

The staff member will be contacted by the Director via email on behalf of the Trustees.

Three applicants for Trustee positions were selected. Director Dougherty will contact the applicants to see if they will accept. Appointment would occur at the January 2025 board meeting, followed by signing the oath book for the Town of Amherst once appointed at a library board meeting. Documents about the applicants will be provided to the Town Liaison so that they can be confirmed by the Amherst Town Board. Once appointed in 2025, terms would be until the end of December 2030.

Motion by Oliver Young and seconded by David Saia to resume open meeting at 6:36pm.

K.) Correspondence/Other Items As Needed – **None at this time**

L.) Next meeting to be held:

Tuesday, January 28, 2025 (Audubon Library - Community Room 1)

M.) Adjournment: 6:37 pm

Motion to approve by Jeffrey Voelkl, seconded by Oliver Young.

All in favor.