

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 9, 2012 Regular

President Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Dennis Clotz, Walter McDowell, Judy Alexander, Marilyn Jenne, Laura Dulmage, and Nate Woodward were present. Jim Yorks was absent. Also present were Kathi Blakey, Fiscal Officer, and Sharon Vollmer from the Friends Group. Don Dovala, Library Administrator, was absent.

Clotz moved, seconded by Dulmage, to accept Resolution # R-12-4-1, to approve the minutes of March 12, 2012. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported that the 2013 Budget Hearing would be held May 14, 2012 at 6:00 followed by the regular meeting. The budget hearing has to be advertised at least 10 days prior to the meeting, so she wanted to make sure all Trustees were aware of the need for a quorum. Blakey reviewed the financial reports noting the receipt of the first half property taxes. McDowell moved, seconded by Clotz, to accept Resolution # R-12-4-1 accepting the March 2012 financial reports as presented. All present voted in favor.

MOTION PASSED

OLD BUSINESS – none

### LIBRARY ADMINISTRATOR'S REPORT

In Dovala's absence, it was noted that the interior wall at the base of the back stairwell has been painted and that the grass is growing where the buildings were demolished. Alexander asked about the Management Team training session. Blakey briefly explained what the facilitator from the EAP had the group do and about the follow up sessions planned by Dovala. Blakey noted she found the session very interesting and informative.

Kay Whyte has retired after over 20 years of part-time service at the Library. A small reception was held at the Library and many former employees returned to wish Kay well.

Sharon Vollmer from the Friend's Group noted that two new air pump coffee dispensers have been purchased for use at the Library. She also noted that a program would be held at Main Street tomorrow night at 7:00 p.m. featuring Kiedrowski's Bakery. Vollmer asked about the problem with having a key available for Main Street programs sponsored by the Friend's Group. Jim Yorks was to check on this, but he was absent.

### NEW BUSINESS

Blakey asked Trustees to sign and witness the quitclaim deed combining the two parcels from the demolished buildings into one subplot. The document was prepared by Mr. Innes from the Lorain County Prosecutor's Office. Blakey will notarize the document and forward it on to Mr. Innes for the proper filing.

There was a question about why a door from this meeting room was blocked yet had a sign on it that said not to block this door. Blakey explained that the door exited directly into the office of the Manager of Circulation. Since the room is now occupied and not used as an exit and Blakey would remove the sign. The door could be removed entirely and not be missed.

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Alexander noted that the money from the DeLloyd estate should be forthcoming. Dovala was tasked with getting quotes for interior remodeling as a use for the funds. Alexander asked the Board to consider alternatives for the most effective and efficient use of the bequest.

Discussion followed on naming a room to advertise the use of the funds. McDowell reviewed different scenarios for use of the funds. It was noted that there is over one million dollars in the Building Fund to consider in any remodeling plans. The Board looks forward to Dovala's report at the May meeting on his correspondence with Dan Meehan on this topic.

McDowell moved, seconded by Jenne, to accept Resolution # R-12-4-3, to instruct Library Administrator Dovala to change all Library policies that contain "Director" to "Library Administrator/Director." All present voted in favor.

MOTION PASSED

McDowell noted that there has been no news from the EEOC.

### COMMITTEE REPORTS

#### BUILDING AND GROUNDS

McDowell reported that several windows need replacement because of clouding between the panes. He reported that the area above the windows also needs attention.

Sharon Vollmer from the Friend's Group reported that the cost of a statue to be placed at the corner area at the top of the parking lot ramp was too expensive and the Friends felt funds were better spent elsewhere. She asked about a plant, but after discussion, it was decided that other plants there had died because of the extreme heat from the parking lot and lack of water. It was suggested that a rock could be placed there and McDowell noted that there were several on the east side of the Library available.

#### PERSONNEL

Dulmage reported on the committee meeting held March 27. Dovala had reported at that meeting on the PLA conference he attended in Philadelphia noting it was great for networking opportunities as well as good sessions on e-books and other lectures. Dovala also noted that at the upcoming TLC conference he and Dorene Sweet, Circulation Manager would be going.

Also discussed at the committee meeting were the blocking up of the wall at the back stairwell and how messy it was and the upcoming Management Team training session. Discussion will continue on the hourly policy and hiring substitutes versus distributing hours to current staff.

The next Personnel Committee meeting should be on May 1, 2012 at 10:00 a.m. at the Library.

Blakey noted that Kristin Cioffi had been selected as Assistant to the Fiscal Officer. The additional hours move Cioffi from part time to full time and increase the Library's share of her health insurance premium. Blakey

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reported on the test given to applicants to determine selection for the position as well as how she made her selection for the position.

FINANCE & AUDIT

Blakey provided the committee with the draft 2013 Budget for their review and asked that they contact her prior to the next meeting with any questions. If she does not receive any questions, she will assume that they will recommend passage of the 2013 Budget at the Budget Hearing.

McDowell moved to adjourn. Meeting adjourned at 6:50 p.m.

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President

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Attest