

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 12, 2012 Regular

President Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:04 p.m. Roll call: Judith Alexander, Walter McDowell, Dennis, Clotz, Laura Dulmage, Marilyn Jenne, James Yorks and Nate Woodward were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Sharon Vollmer from the Friends Group. James Yorks was sworn in as Vice-President.

McDowell moved, seconded by Dulmage, to accept Resolution # R-12-3-1, to approve the minutes of February 13, 2012. All present voted in favor.

MOTION PASSED

Blakey briefly reviewed the February financial reports noting that there was nothing unusual to report. Dulmage moved, seconded by Yorks, to accept Resolution # R-12-3-2, accepting the February 2012 financial reports. All present voted in favor.

MOTION PASSED

She noted that she would be attending an OLC annual Fiscal Officer conference in Columbus next week and one session of particular interest is future Public Library Funding. Blakey noted she is accumulating data for financial projections going forward and will incorporate information gained at this conference into her calculations. There was discussion about the Library's Endowment Fund. Blakey noted that a portion is unspendable and the remainder is Board restricted.

Blakey reported that the state has sent a new fax, printer, and scanner unit for use with the UAN system provided by the state. The old printer has been donated to the Library. Yorks moved, seconded by McDowell, to accept Resolution # R-12-3-3, to accept the Dell printer and authorize Dovala to use or dispose of it in the interest of the Library's needs. All present voted in favor.

MOTION PASSED

OLD BUSINESS

The lamppost by the Spring Street drive has been replaced with LED lights but is not yet operational because globes need to be obtained.

The two homes across from the Library on Spring Street have been demolished and the land seeded. The Amherst Fire Department was present during the demolition to keep the dust down. The view of the area is quite nice.

Dovala reported that work to close the back stairwell door that exits into the Library begins tomorrow. Work will begin prior to opening time and it is expected to be a messy job.

LIBRARY ADMINISTRATOR'S REPORT

Dovala noted from his monthly report that circulation is up 11% and that not include the new downloadable books. He also noted that Kay Whyte has retired and Carla Hawkins has resigned due to not getting enough hours when she was able to work. Both had submitted letters that were circulated for the Trustees to read.

Circulation Manager, Dorene Sweet, has hired Carolyn Naro to take Sweet's hours and Tiffany Ousley as a circulation substitute. Victoria Vogel will be taking 5.5 hours per week previously worked by Kay Whyte. There are two internal applications for the assistant to the Fiscal Officer and interviews will be this week. Dovala noted that there was no one at the Library for the computer training position.

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Dovala commended Sweet for the great job she is doing as Circulation Manager. Kaye Koler presented a t-shirt quilting program with 53 in attendance.

Sharon Vollmer reported that the Friends Group has an excellent program schedule for 2012 and listed some of the upcoming events.

Dovala briefly reviewed the first draft of the Strategic Plan. The document was well received by the Board. Discussion followed on the purpose of the plan and how to judge accomplishments and document changes in direction from the plan.

GIFTS & CORRESPONDENCE

Dovala read a note from Lisa Stanley expressing how nice the staff was in supporting her during her recent loss. Marilyn Jenne expressed her thanks for the lovely flowers received in honor of her 90th birthday.

Dovala read the list of recent donations received by the Library. There was a question about the addresses of donors being public record and it was determined that they are.

McDowell moved, seconded by Clotz, to accept Resolution # R-12-3-4, accepting the following gifts to the Endowment Fund:

\$1,000 from Amherst Public Library Friends in memory of Elaine Harlan

\$250 from APL Friends for prizes (e-reader and gift cards)

In memory of Bruce Lyle:

\$25 from Kathy Michaels

\$30 from Lee & Barbara Lorence

\$25 from Clinton & Rosanne Betleski

\$50 from Judith Alexander and William Strohm

In memory of William Wilhelm:

\$200 from Jonathan Wilhelm and Jeff & Peggy Wilhelm

\$30 from Jean Wingate

\$20 from Bill & Lucile Hall

\$25 from Doug Howdieshell

\$25 from Judith Alexander and William Strohm

\$100 from Russell & Carol Fritz

\$100 from Floyd & Gunver Lodge

\$25 from Doris Lyle

\$25 from Kathy Michaels

In memory of Clarence G. Jurczyk:

\$55 from Employees of Van Wert County Hospital

\$50 from Gary & Melissa Clay

\$30 from Gary Crick

\$25 from Karen R. Beyer

\$50 from Barbara Young

\$20 from Gene & Nancy Zbrezny

\$50 from State Wide Ford in Van Wert

\$100 from Bruce & Julianne Kennedy

\$50 from Wanda Pijor

\$20 from Jerome Turton

\$20 from Carmelene Januzzi

\$100 from Alspach-Gearhart Funeral Home in Van Wert

\$35 from M/M Joseph Wojewodka

All present voted in favor.

MOTION PASSED

There were no public comments.

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NEW BUSINESS

Dovala said that AFLAC insurance has requested to make a presentation to staff to offer various types of insurance that would be entirely paid by staff if those participate. Dovala and Blakey noted that any Library involvement would be minimal and it would be another benefit to offer staff. The Board had no objection to any AFLAC presentation or staff participation.

There was discussion about what to do with the now vacant land across from the Library on Spring Street. Dovala reported that he has received many suggestions from a community garden to a park. The Board discussed what to do and felt it was just better to let the grass grow at this time. Perhaps later wrought iron benches could be placed, but that would require trashcans and then emptying of trashcans. Yorks will pursue options with Main Street.

There was a question about the zoning, and Dovala reported that the city had contacted him and informed him that the land could not be used as a parking lot because the Library did not have a building on that side of the street. Dovala noted that Blakey has filed the necessary papers to exempt the property from real estate taxes as well as providing information to Gerry Innes of the Prosecutor's Office to combine the properties into the original Sublot 133 rather than leave them as separate parcels.

Sharon Vollmer reported that the Friends of Amherst Public Library book sale would be on April 20 & 21. The Friends will also be hanging art from local schools and they have purchased 20 easels to display larger pieces. Vollmer reported that the Friends had a problem getting the key to Main Street for an evening program. Yorks will investigate.

Dovala noted that he would be joining Main Street and Rotary. Dovala also noted that he would be absent from the April meeting due to school spring break.

COMMITTEE REPORTS

BUILDING AND GROUNDS – no report

PERSONNEL

Dulmage reported on the meeting held February 28 attended by Alexander, Jenne, Dulmage and Dovala. She reported on the staffing changes noted previously in these minutes and how to use current staff in more duties. Increased hours could possibly result in the changes in the classification of current employees.

An Ease@Work program for managers is scheduled for April 2. The next committee meeting will be March 27, 2012 at 10:00 a.m. at the Library.

FINANCE & AUDIT

Budget information for 2013 will be coming soon to the committee for action in May. There has been no word on from the EEOC.

During the demolition of the buildings, the Amherst Historical Society salvaged some old glass, a door and some sandstone.

Happy 90th Birthday to Trustee Marilyn Jenne! Yorks moved, seconded by McDowell to adjourn. Meeting adjourned at 6:55 p.m.

President

Attest

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