

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 14, 2012 BUDGET HEARING and Regular

Vice-President Yorks called to order the 2013 Budget Hearing of the Amherst Public Library. Roll call: Dennis Clotz, Nate Woodward, Laura Dulmage, Walter McDowell, Marilyn Jenne, and Jim Yorks. Judy Alexander was absent. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Sharon Vollmer representing the Friends of the Library.

Detail 2013 Budget spreadsheets provided to the Finance & Audit Committee had resulted in no questions, so the summary information was provided to the entire Board of Trustees for action at this meeting.

Blakey explained the timetable of activity for 2013 financial reporting. To start the annual financial process, this budget hearing was advertised in the local newspaper. In late summer/early autumn, the county auditor's office will issue an estimate of revenues for 2013. The Library will then use those figures to develop temporary appropriations in December of 2012 and then permanent appropriations by March of 2013.

Dulmage moved, seconded by Jenne, to accept Resolution # R-12-5-1, to approve the 2013 Budget Request with expenditure from the General Fund of \$1,211,500.00. Roll call vote: Jenne, McDowell, Yorks, Woodward, Dulmage, Clotz, ALL AYES.

MOTION PASSED

McDowell moved, seconded by Dulmage, to adjourn the 2013 Budget Hearing and move directly into the regular meeting at 6:10 p.m. All present voted in favor.

MOTION PASSED

Vice-President Yorks called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:10 p.m. with the same in attendance as the 2013 Budget Hearing.

McDowell moved, seconded by Clotz, to accept Resolution # R-12-5-1, to approve the minutes of the April 9, 2012 regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reviewed the April 2012 financial reports noting there were no unusual items or concerns to report. She did note that the bequest from the DeLloyd estate had been received in May and posted to the Endowment Fund. There was a restriction on the spending of the bequest and in order to better control the expenditures, Blakey put it into the Endowment Fund. No payroll or operating expenses are ever paid from the Endowment Fund and this is in compliance with the bequest.

Blakey noted that the two parcels on Spring Street have been combined into one and the deed properly filed with the help of the County Prosecutor's office. Blakey's request for property tax abatement for the same property was received back and the property was determined to be exempt from property taxes. Paperwork for both items have been filed in the safe at the Library.

Woodward moved, seconded by Jenne, to accept Resolution # R-12-5-3, to accept the April 2012 financial reports as presented. All present voted in favor.

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MOTION PASSED

OLD BUSINESS

Library Administrator, Dovala reported that the property management firm broke a globe for the light post during installation. Inquiry is being made to obtain replacement as well as getting all one color for future replacements. Yorks reported that he is meeting with the new owner of Lamp Lighter and getting proposals on relamping the city's light posts as well as other options for the light posts.

Dovala reported that repair to the exposed aggregate panels (aka rock façade) around the top of the Library is in process. MidState Restoration provided quotes for this and come recommended by Simplified Facilities Management. There was a question about spending an extra \$1,850.00 to have a test for any more places where the exposed aggregate panels may need repair. The Board consensus was to get the job done right and completely.

The new rock by the parking lot entrance, sandstone wheel, front steps and columns will be cleaned and sealed with a protector to make future cleanings easier. The cost is approximately \$1,500.00.

More landscaping has been done where the houses were demolished across the street to make the area easier to mow. The sealing of the roof is scheduled and will become a periodic maintenance item. Yorks recommended that Dovala maintain a notebook for this type of maintenance as well as for the various HVAC units.

Dovala explained the process used to rearrange the downstairs public area and that Library Design had been in to gather information and come up with a plan. The cost is estimated to be around \$25,000.00. Dovala will provide a tour and explanation of the area at the conclusion of the meeting for anyone interested.

LIBRARY ADMINISTRATOR'S REPORT

Dovala used the TV screen in the meeting room to provide the Trustees with a demonstration of the soon to be released new Library website. He explained information on the screen and gave credit and kudos to Kristin Cioffi who has created the entire site. Dovala said Cioffi has done an excellent job on this project.

Judy Gallagher has been hired as a shelver. She had worked a number of years ago as a shelver and Shelving Supervisor Sarah Schmitkons is happy to have Gallagher.

Library Administrator, Don Dovala distributed several design concepts to aid the Trustees in the decision of how to make use of the DeLloyd bequest. There were four different ideas and are as follows:

1. This entails opening up the upstairs of the Carnegie building, removing walls, and making a restroom and kitchen along the front of the building and also making the room divisible into three separate meeting rooms. The lift would be relocated to the opposite side of the current stairway. Estimated cost of this option is \$180,000.00.
2. This option enhances item 1. By opening up the area between the old and new building, installing a stairway between the buildings,

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moving the reference desk into the area near where the public access computers are located and having a glass-enclosed area for teens behind the reference desk. The additional cost of this would be about \$120,000.00, making this option total about \$300,000.00.

3. Option 3 is a small addition where the first parking lot is, making a new entrance and community room easily handicapped accessible. The estimated cost would be \$1,200,000.00.
4. Option 4 was a staff recommendation of 10 years ago and would be a 2-story addition on the east side to add space in the area between the old and new building where the narrow connection is currently. The upstairs could be Young Adult or computer lab and the downstairs an enlarged meeting room. No cost is available for this option at this time.

Dovala will investigate this with Dan Meehan of HB+M Architects.

Discussion followed on doing something useful with the money the Library has been fortunate enough to receive. Dovala noted that upstairs changes have been put on hold until a direction is made for use of the bequest.

McDowell noted his pleasure with the revamping of the first floor and concurred with waiting on the upstairs renovation until a good plan is agreed upon. A lot can be accomplished with the funds received.

McDowell moved, seconded by Jenne, to accept Resolution # R-12-5-4, to accept with sincere thanks, the bequest from the DeLloyd Estate of \$200,000.00. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Dulmage moved, seconded by Clotz, to accept Resolution # R-12-5-5, to accept the following gifts to the Endowment Fund:

In Memory of John William "Bill" Hall (wife of former Library employee Luci Hall):

- \$65.00 from Friends & Coworkers of Dave Hall
- \$25.00 from Frank & Sandra O'Dell
- \$50.00 from Judith Culler
- \$20.00 from Dave Cotton

In Memory of Bruce Lyle:

- \$100.00 from Ingeborg Kummant
- \$25.00 from Norma J. Stankewich
- \$50.00 from Sherrill M. McLoda
- \$20.00 from Mike & Vickie Woodruff
- \$25.00 from Rodney & Kay Bevington
- \$25.00 from Mary & Michael Coglio

All present voted in favor.

MOTION PASSED

NEW BUSINESS

Dovala reported that Amy Rakar has resigned from the Outreach Department. Janet Overmyer is ordering Audio/Visual and Gaming items using circulation to drive her purchases. Dovala reported she is doing an excellent job.

Dovala reported that statistics are available for review and Sarah Schmitkons is helping him develop more relevant information and

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including on-line items in circulation counts, i.e. e-books and web searches.

The Friends had a very profitable book sale netting just under \$900.00. A big thank you to the Friends for their hard work and support of the Library. Sharon Vollmer invited all to participate in the Dine to Donate campaign as another fund raising event for the Friends. Go to Ziggy's on June 12 and mention the Friends of Amherst Public Library and 15% of your bill will be donated to the Friends.

A previous program offered by the Friends featured Kiederowski's Bakery. Dulmage had attended the program and found it wonderful and noted that Kiederowski's donated bakery items to those in attendance.

The Friends will be collecting paperback books this summer for distribution to our soldiers.

Two windows on the Spring Street side first floor have been replaced because of moisture between the panes. The new web site will be up June 1 once the Children's department is entered.

Dovala has attended three Rotary meetings and is under consideration for membership by the group. Yorks noted it is also good to attend the Main Street meetings.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL

Dulmage reported on the meeting only to say that most of the items discussed were handled in other sections of this meeting. The only item not mentioned as having a summer intern work with Dovala on the technical position available.

FINANCE & AUDIT – no report

Jenne moved to adjourn. Meeting adjourned at 7:03 p.m.

Vice- President

Attest