

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 12, 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, Nate Woodward, Marilyn Jenne, Walter McDowell, Laura Dulmage, and Judy Alexander were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kathi Blakey, Fiscal Officer.

McDowell moved, seconded by Clotz, to accept Resolution # R-12-11-1, to go into executive session at 6:05 p.m. to discuss staff salaries. Roll call vote: Clotz, Woodward, Jenne, McDowell, Dulmage, Alexander, ALL AYES.
MOTION PASSED

The Board properly returned from executive session at 6:28 p.m.

McDowell moved, seconded by Clotz, to accept Resolution # R-12-11-2, approving the minutes of October 8, 2012. All present voted in favor.
MOTION PASSED

Fiscal Officer Blakey reviewed the October report and noted that spending and receipts are as they should be and noted that there was nothing unusual to report. Jenne moved, seconded by Dulmage, to accept Resolution # R-12-11-3, to accept the October 2012 financial report as presented. All present voted in favor.
MOTION PASSED

Blakey distributed information to the Finance & Audit Committee in preparation for approval of 2013 Temporary Appropriations at the December meeting.

OLD BUSINESS

Library Administrator, Don Dovala reported on the completion of the shelving behind the circulation desk. He noted he had just received an amended proposal from Dan Meehan of HB+M Architects for remodeling the upstairs of the Carnegie building and would provide copies to the Board.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the lawn care firm had killed the grass around the Library due to an error of their employee. The lawn has been reseeded and should come in next year.

The staff in-service day was October 8 and afforded staff to mingle in the morning at the Library, then moved to Cork's & Stubbie's for a program and lunch. The afternoon was a tour of the Historical Society's Amherst Sandstone Village. Dovala noted he would be utilizing a survey program for future events of this nature.

Dovala asked the Board to consider funding a Library outing after the holidays. After discussion, McDowell moved, seconded by Jenne, to accept Resolution # R-12-11-4, to allocate \$500.00. All present voted in favor.
MOTION PASSED

Dovala happily noted that circulation figures are within 1% of last year, and could very well be a result of the rearrangement of the downstairs area.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 12, 2012 Regular

GIFTS & CORRESPONDENCE

Dovala made special note of a gift of \$1,500.00 from the Friends of Amherst Public Library to be used toward purchase of book group books. The support of the Friends is very much appreciated by the Board.

Jenne moved, seconded by Woodward, to accept Resolution # R-12-11-5, accepting the following gifts:

\$1,500.00 from the Friends of APL for book group books

\$25.00 from Rosemary Gfell to recognize all the wonderful ladies at the front desk

To the Endowment Fund

\$100.00 from Lori Zahorec in memory of Nell Robinson (the total of all gifts allows for a silver leaf on the Tree)

\$30.00 from Bob & Eileen McCrone in memory of Edward Stempowski

All present voted in favor.

MOTION PASSED

There were no PUBLIC COMMENTS

The author luncheon presented by the Friends was a wonderful success. Thanks to recognize the anonymous donor of tickets to be distributed to staff interested in attending.

The Friends of APL book sale brought in over \$600.00 to the group. Unsold books were boxed up by library staff and an additional \$60.00 was paid by a company that came to the Library to pick up the unsold items.

NEW BUSINESS

It was noted that the term of Laura Dulmage expires at the end of the year. When queried, Dulmage said she would continue. Dovala will write a letter to the Amherst Board of Education making that request for reappointment.

COMMITTEE REPORTS

BUILDING & GROUNDS – no report

PERSONNEL

Dulmage noted that the next committee meeting would be November 27 at 10:00 am at the Library.

FINANCE & AUDIT

Clotz reported on the committee meeting prior to this meeting and their review of the recommendation from the Personnel Committee of a 3% across the board increase for staff. Woodward moved, seconded by McDowell, to accept Resolution # R-12-11-6, to approve a 3% across the board increase effective December 23, 2012 so that the first pay received in 2013 will be at the new rate. All present voted in favor.

MOTION PASSED

Clotz moved, seconded by Woodward, to accept Resolution # R-12-11-7, to approve a 3% raise to Fiscal Officer Blakey, effective the same as the staff

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 12, 2012 Regular

increase. All other items in her contract from 2012 were reviewed. All present voted in favor.

MOTION PASSED

Woodward moved, seconded by Clotz, to accept Resolution # R-12-11-7, to approve a 3% raise for Library Administrator, Don Dovala, effective the same as the staff increase. All present voted in favor.

MOTION PASSED

On the agenda for next month will be the 2013 Temporary Appropriations. The organizational meeting can be held in December. Nominations for Board positions could be made then.

The Miracle on Main Street will be Friday, December 7. The Library will not be open, but the Friends are welcome to provide hot chocolate in the back foyer, which would allow the restrooms to be available to the public. Staff is encouraged to march in the parade, as are Trustees.

The Board went through six questions on a Trustee Self-Evaluation. There was discussion about how to obtain more funding, library objectives, and a strategic plan.

Clotz moved to adjourn. Meeting adjourned at 7:10 p.m.

President

Attest