

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

2014 Budget Hearing and May 13, 2013 Regular

President Judy Alexander called to order the 2014 Budget Hearing of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Judy Alexander, Walter McDowell, Marilyn Jenne, Dennis Clotz, Nate Woodward, and Jim York. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, Kaye Koler, staff, and Sharon Vollmer from the Friends Group.

Blakey briefly reviewed the 2014 budget process and what the county auditor required from local libraries and other governmental units. Clotz moved, seconded by Jenne, to accept Resolution # R-13-5-1, to approve the 2014 Budget Request (copy attached) and to forward on to the proper authorities. Roll call vote: Yorks, McDowell, Dulmage, Woodward, Jenne, Clotz, Alexander, ALL AYES.

MOTION PASSED

Jenne moved, seconded by Yorks, to adjourn the 2014 Budget Hearing. Meeting adjourned at 6:10 p.m.

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President

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Attest

President Judy Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:11 p.m. Roll call: Nate Woodward, Marilyn Jenne, Walter McDowell, Judy Alexander, Jim Yorks, Laura Dulmage, and Dennis Clotz were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, Kaye Koler, PR staff, and Sharon Vollmer, Friends President.

McDowell moved, seconded by Clotz, to accept Resolution # R-13-5-2, accepting the minutes of March 11, 2013. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey presented the financial reports for March and April 2013. She reviewed the April statements noting that the year to date receipts and disbursements are as they should be. Jenne moved, seconded by Clotz, to accept Resolution # R-13-5-3, accepting the March and April 2013 financial reports as presented. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala introduced Kaye Koler who discussed potential newsletter format options. She presented a prototype of what could be and explained the costs associated with a mailing. Woodward explained that pricing options ranged from almost free to very expensive. He gave estimated prices for postage and brochures.

Firelands Schools has offered to stuff information we provide in book bags. It will be available on the library's website. Mailing to the entire service area could easily be over \$6,000.00. It was suggested that a page could be put in the local newspaper when the schools provide it to all residents.

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The Friends have volunteered to help with any mailings. The price per piece to mail as a nonprofit is about \$.09 each. Woodward said the key is getting the message to patrons now when the library is not asking for something. There was further discussion on the topic. Koler left the meeting at 6:25 p.m.

There was discussion on the Plan B remodel option to the Carnegie building. Dovala reviewed Plan, A which involved removing the stairs and the restroom making seating up to 120 available. His research revealed that programs are generally way over 120 or fewer than 100. Dovala showed a quick rendition from Dan Meehan of HB+M Architects. It left the restroom intact, but removed the stairs. Glass would be used to wall in the area that has the locked shelving to make that a small meeting room. The rest of the area would be open and would hold 80 with potential overflow into the area at the base of the stairway from the second floor of the newer building.

There was discussion on ADA requirements for the current restroom. Dovala said that HB+M has altered the price. Dovala was happy that this option became known even if it late in the process. McDowell moved, seconded by Jenne, to accept Resolution # R-13-5-4, instructing Dovala to continue the process and obtain a new proposal from HB+M Architects for this remodel. All present voted in favor.

MOTION PASSED

Library Administrator, Don Dovala brought the trustees up to date on the remodel planned for the reference and children's area. Library Design's options were not of interest to staff involved, so Only Libraries, LTD were requested to review the area and come up with ideas. Several options were presented and Dovala, along with the upstairs staff, request that they be able to obtain prices. The consensus from the Board was to get information that could be presented to the Board for review.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that many computers have been updated. McDowell asked about the Nord matching grant and whether the DeLloyd funds could be used. Those funds are already in house, so this was a concern. The library has been named the beneficiary of a portion of the McKinney estate. Fiscal Officer Blakey noted that she has completed some forms required by the estate's executor and forms from MetLife for a portion of an insurance policy. The Board felt that receipt of these unrestricted funds should be earmarked for the matching portion of the Nord grant.

### GIFTS & CORRESPONDENCE

Dovala read the list of gifts. Woodward moved, seconded by Dulmage, to accept Resolution # R-13-5-5, to accept the following gifts:

In memory of Mabelle Dickinson:

\$50.00 from Doris Lyle

\$25.00 from Judy Alexander

\$20.00 from John & Lois Binder

\$150.00 from Christian & Stephanie Looney

\$50.00 from Jean Miles

\$50.00 from Sandie & Eric Miles

\$20.00 from Nancy Ruby

All present voted in favor.

MOTION PASSED

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A letter from Sandie Miles commending Lisa Stanley for her outreach over the years to Mabelle Dickinson was received and passed around the group.

PUBLIC COMMENTS

Sharon Vollmer noted that the Friends had provided a luncheon to staff and she noted the upcoming programs arranged by the Friends.

NEW BUSINESS

The Personnel Policy was reviewed. Library Administrator, Don Dovala noted that changes were in red. The policy was reviewed by the entire Board and discussion followed. McDowell moved, seconded by Dulmage, to accept Resolution # R-13-5-6, approving the policy effective May 13, 2013. It will be copied for Trustees and available on the share drive for the staff. All present voted in favor.

MOTION PASSED

Dovala read a letter of commendation for Victoria Vogel's creative writing class. He also noted an upcoming cabbage contest that the Children's department had in the works for summer reading.

COMMITTEE REPORTS

BUILDING AND GROUNDS

Most items were handled earlier in the meeting. Yorks noted that the city is redoing the globes of the streetlight with LED. Dovala noted that the library is doing the same as the lights burn out.

PERSONNEL

Dulmage reviewed the last committee meeting noting that the personnel policy was the main item discussed, as well as tuition reimbursement. As per the new policy, staff requesting reimbursement for tuition must have approval from the Board. Dulmage moved, seconded by Yorks, to accept Resolution # R-13-5-7, to fund the tuition reimbursement for Jeni Giele, as per the newly adopted Personnel Policy. All present voted in favor.

MOTION PASSED

There will be no meeting in June. The next Personnel Committee meeting will be Tuesday, June 25, 2013 at 10:00 a.m. at the Library.

The meeting adjourned at 7:05 p.m.

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President

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Attest