

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 12, 2013 Regular

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

McDowell moved, seconded by Dulmage, to accept Resolution # R-13-8-1, to approve the July 8 minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reviewed the July 2013 financial reports. There were not any unusual items to report to the Board. Dulmage moved, seconded by McDowell, to accept Resolution # R-13-8-2, accepting the July 2013 financial reports as presented. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala happily reported that the review by appropriate city officials has resulted in approval to leave the upstairs bathroom in the Carnegie Building as is with the proposed renovation. A small kitchenette will be installed on the outside wall of the small restroom will not cause a need to remodel that restroom. The only change to the proposed plans for the renovation was to make the doors to the glassed in local history portion open in the opposite direction.

Dovala explained the timeframe for the upstairs renovations in both buildings. According to *Only Libraries*, the firm selected to do the updating in the newer building, work cannot begin until the 2014. Dovala has been in contact with Dan Meehan of HB+M Architects, the firm selected to do design plans for the upstairs in the Carnegie Building, about a starting time for that project. It is not possible to maintain children's programming with both areas under construction. Information will be distributed when available.

McDowell moved, seconded by Jenne, to accept Resolution # R-13-8-3, to instruct HB+M to proceed with the bid documents for the Carnegie remodel in order to get the project started as soon as possible. All present voted in favor.

MOTION PASSED

There was discussion about removal of the front stairwell in the Carnegie Building. Discussion included making it a small storage area, as well as converting the room where the paper cutter is to a small office.

Dovala reported that work is in progress on the glassed, locking cabinets in the local history area and should be done by the end of September so as not to cause a problem with any other construction in that area.

The next meeting with *Only Libraries* will be August 26 for final decisions on the upstairs newer building.

Dulmage moved, seconded by Jenne, to accept Resolution # R-13-8-4, authorizing Library management (i.e. Library Administrator or Fiscal Officer) to purchase flowers as memorials for employees, former employees, and Board members as the Board would see fit. All present voted in favor.

MOTION PASSED

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LIBRARY ADMINISTRATOR'S REPORT

After reviewing the quotes received by Simplified Facilities Management for boiler replacement, the Board agreed with the recommendation of the firm to go with Geisel for the project.

GIFTS & CORRESPONDENCE

McDowell moved, seconded by Woodward, to accept Resolution # R-13-8-5, to accept the following gifts:

In memory of Mabell Dickinson:

\$25.00 from Patricia Schmidt & Susan Thacker & Family

\$25.00 from Niskey Family (JoAnn, David, Wayne, Jean)

In memory of Paul Ruminsky:

\$50.00 from James F. Blaser

\$25.00 from Judith Alexander and William Strohm

\$50.00 in memory of Joseph R. Mannillo from William G. Petruzzi

In memory of David Ryan:

\$25.00 from Judith Alexander and William Strohm

\$34.50 from David & Donald Dovala

All present voted in favor.

MOTION PASSED

There was no public for comments.

NEW BUSINESS

Dovala distributed the final version of the Personnel Policy adopted May 13, 2013.

COMMITTEE REPORTS

BUILDING AND GROUNDS - no report

Dovala did note that the road construction around the Library has caused a small decrease in library usage.

PERSONNEL

There was not a committee meeting, but the next one will be August 27, 2013 at 10:00 a.m. at the Library

FINANCE & AUDIT - no report

Yorks informed the Board of a Rotary gift of \$5,000.00 that Rotary could use and/or get additional donations to do a community bulletin board.

Jenne moved, seconded by Dulmage to adjourn. Meeting adjourned at 6:45 p.m.

President

Attest