

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 14, 2013

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

The President, Vice-President, and Fiscal Officer gave their oaths of office.

McDowell moved, seconded by Clotz, to accept Resolution # R-13-1-1, approving the minutes of the December 10, 2012 regular meeting and the 2013 Organizational meeting held the same date. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reviewed the December 2012 financial reports and gave a detail review of the way the \$150,000.00 fund transfer from the General Fund to the Building Fund was displayed in the reports. Blakey reviewed the revenue lines in detail, explaining the different categories. She also noted that the required notice to the public that the annual financial reports are available for public inspection has been published.

Jenne moved, seconded by McDowell, to accept Resolution # R-13-1-2, accepting the December 2012 financial reports as presented. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala noted that the upstairs staff would be meeting again prior to the meeting next week with Library Design, on the remodel of the upstairs area in the newer part of the Library.

McDowell asked about the 5-year strategic plan. After discussion, it was determined that the Management Team meets and develops the starting point of a 3-year plan. Once a start has been made, a gathering of Board and the Management Team can be planned.

Yorks reviewed the status of the payments made to HB+M Architects, noting that all payments have been made as per the agreement. Dan Meehan, of HB+M, had developed a possible amendment to that agreement and Yorks and Dovala had reviewed it. Meehan had come up with an hourly rate and the other related items in the plan, that it was felt was designed to use up the funds available to the Library designated for the remodel of the top floor of the Carnegie Building. Discussion followed. Yorks felt the funds being paid to the architect seemed excessive based on the size of the project; noting however, that the firm has served the Library well in the past, but has been paid very well in the process. The scope of the work on an hourly basis is very high according to Yorks and agreed by the Board.

There was discussion on how to proceed with this project. There was discussion about whether the Library's building maintenance firm would be qualified. The project will be a public bid since the cost will be over \$50,000.00. With the structural component, an expert will be necessary. Blakey requested that the Library use the Lorain County prevailing wage expert for the project and explained that the minimal cost charged to Oberlin Public Library was well worth the fee.

After further discussion, it was decided that Yorks and Dovala would work

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together to develop another try with Dan Meehan of HB+M before finding another architect to work with. The cost from Meehan had initially been \$170,000.00 for the remodel with the architects fees a reasonable amount in addition. The last response from Meehan had escalated to amounts not considered to be in keeping with the Trustees being good fiscal stewards of the Library's funds.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that the Amherst News Times approached him on having a monthly Library column. Cheryl Ashton was assigned the task. Dovala also noted that the Library is now offering downloadable magazines thanks to the efforts of Kristin Cioffi. Cioffi has selected 85 magazines and will be testing the results for patron acceptance. It is hoped that publicity will bring the new offering at the Library to patrons.

Jeni Giele coordinated the Library Board and Staff Banquet. It was held at Corks in Downtown Amherst and was well attended.

### GIFTS & CORRESPONDENCE

Jenne moved, seconded by Clotz, to accept Resolution # R-13-1-3, accepting the following gifts:

\$50.00 from Mark G. Hunter because he likes the Library!

\$20.00 from Tom Lehman because of Food for Fine program

To the Endowment Fund in memory of Ed Stempowski:

\$30.00 from Don & Evelyn Connelly

\$40.00 from Mike & Sharon Pohorence

All present voted in favor.

MOTION PASSED

There was no public present, so no comments.

### NEW BUSINESS

Library Administrator, Don Dovala shared some basic statistics from 2012 with the Board noting that he would be accumulating the data and provide a report to our public.

### COMMITTEE REPORTS

BUILDING AND GROUNDS – no report

PERSONNEL – no report

FINANCE & AUDIT

Clotz noted that a meeting would be held prior to the March meeting to discuss the 2013 Permanent Appropriations with Dovala and Blakey.

McDowell moved, seconded by Yorks, to accept Resolution # R-13-1-4, to go into executive session at 6:55 p.m. to discuss litigation. Dovala and Blakey left the room, but were called in later. Roll call vote: McDowell, Yorks, Clotz, Jenne, Alexander, ALL AYES.

MOTION PASSED

The Board properly returned from executive session at 7:10 p.m.

Jenne moved, seconded by Clotz, to adjourn. Meeting adjourned at 7:12 p.m.

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President

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Attest