

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 8, 2013 Regular

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

McDowell moved, seconded by Jenne, to accept Resolution # R-13-7-1, approving the minutes of the 2014 Budget Hearing and the May 13, 2013 minutes. All present voted in favor. MOTION PASSED

Fiscal Officer Blakey opted to review only the June 2013 statements, noting that percentages were easy to calculate this month, 50%. She noted that a check for \$2,114.74 from the Bureau of Workers' Compensation was received as a refund from the state for the large balance in the fund. There was discussion about how fund financial accounting does not allow the 'netting' of this receipt with the expense for the year. This receipt is added to the amount available for appropriation next year. Clotz, moved, seconded by Jenne, to accept Resolution # R-13-7-2, accepting the May and June 2013 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Yorks moved, seconded by McDowell, to accept Resolution # R-13-7-3 approving the 2013 Salary Scale retroactively. Discussion followed with Blakey noting that she had been reviewing prior minutes and noticed that the scale had changed from 2012 to 2013 to account for the minimum wage change in 2013, but the 2013 scale was not formally approved. She also noted that no one was impacted by the new minimum wage rate. All present voted in favor. MOTION PASSED

Library Administrator, Don Dovala reported on a meeting with Dan Meehan of HB+M Architects on the proposed changes to the upstairs of the Carnegie building. Dovala explained the plan is to remove the stairwell, but not make any changes to the restroom. Two glass-type walls will be added to enclose the east end of the room to make an elegant meeting room. Yorks noted that he had been in contact with Meehan with discussion on whom to contact at the City of Amherst for review of changes to the area. This project will be a biddable project.

Dovala also reported on a continuing project of enclosing bookshelves behind locked glass in the area known as the Valerie Jenkins Local History Room. He said his recommendation was to continue with the previous local vendor who had done the work in that area in order to maintain the desired appearance. The Board concurred and asked if the shelves would be adjustable and whether there were funds in the budget for this expense, estimated at about \$17,000.00. Blakey affirmed this, noting that there were funds appropriated in the Building Fund for improvements to the building. The Board indicated that no resolution was necessary as long as there were funds budgeted.

Dovala has conferred with building maintenance contractor, Mike Sherrill, and they recommend replacing the boiler, based on unknown age of the boiler and to obtain increased efficiencies. Sherrill will be requested to obtain several quotes and then recommend the appropriate vendor for the project. Discussion continued to the computer room located next to the boiler room. The Board asked that quotes for air conditioning that area be included with the boiler replacement. The estimate given by Sherrill for

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the boiler was about \$15,000.00 and air conditioning for about \$3,000.00. The Board asked if there were funds available. Blakey noted that the Building Fund could also be used for these items and the Board indicated that no action on their part was necessary as long as funds were available to appropriate.

Dovala reviewed proposed changes to the upstairs area of the addition. The staff from the area has worked diligently with the vendor to arrive at a design that accommodates the needs of all. Dovala noted that several variations of the plan would be obtained to allow the Board to determine the amount that can be spent. According to the vendor, work cannot begin until next January. Benefits of the redesign will be comfortable seating along the windows, an officially designated teen area, an expanded children's area next to the stair/lift down to the large meeting room, and public computers in the center of the area. Lighting will be addressed after the remodel in order to get the best results. When the appropriate time comes, Mike Sherrill of Simplified Facilities will investigate lighting options.

The Board reviewed the cost for the miscellaneous update/repairs as follows: Locked glass/wood bookshelves, \$17,000.00; boiler, \$15,000.00; and air conditioning in the computer room, \$3,000.00. Also noted was the time to include carpeting in the rearrangement of the reference/children's area. After discussion, it was concluded the best time would be when the shelving is rearranged and the carpet squares taken up could be used to replace worn squares in other areas of the library.

LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala noted that the summer reading fair is Wednesday evening from 6-8. He also commended the Children's department on an extremely successful program with the Bubble Lady. It was held at Main Street and counting stopped at 280 so the staff could organize the event.

Dovala reported on his attendance the previous week at the American Library Association conference in Chicago. He visited many excellent exhibits, including a 3-D printer display.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Jenne, to accept Resolution # R-13-7-4, accepting the following gifts:

\$30.00 in memory of James Muth from Linda & Geoff Gatz

\$100.00 in memory of George Szilvasy from Republic Steel EH&S Depart.

Kwakiutl Art from Joseph Pentito

All present voted in favor.

MOTION PASSED

NEW BUSINESS - none

COMMITTEE REPORTS

There were no reports from Buildings & Grounds or Finance & Audit.

PERSONNEL

The committee met and discussed the salary scale.

McDowell moved to adjourn. Meeting adjourned at 6:40 p.m.

President

Attest