

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 11, 2013

President Judy Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Laura Dulmage, Dennis Clotz, Judy Alexander, Marilyn Jenne, Walter McDowell, Jim Yorks, and Nate Woodward were present. Also present were Don Dovala, Library Administrator, and Kathi Blakey, Fiscal Officer.

Dulmage moved, seconded by Jenne, to accept Resolution # R-13-3-1, approving the minutes of February 11, 2013. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by Woodward, to accept Resolution # R-13-3-2 accepting the February 2013 financial reports. Fiscal Officer Blakey noted that revenue was as expected and that there were not any unusual expenditures to report. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported on the meeting with Mr. DeBear from Library Design Associates on the upstairs remodel. Only one scenario had been prepared when several had been requested, and 100 shelves were missing from the plan. The plan was deemed unacceptable and DeBear was told to stop any further work on the plan at this time. Another firm will be coming in Friday to review the area and meet with staff at that time. Fresh eyes are always welcome on this type of project. There are only two vendors approved by the state for this type of service.

Dan Meehan of HB+M Architects, responded to the request from Dovala on the firm's estimate of total costs for a remodel of the upstairs of the Carnegie Building. The \$200,000.00 quoted was to include all fees. Yorks suggested having HB+M give a formal estimate to the Library.

Library Administrator, Don Dovala asked the Board about the 3-year Strategic Plan. The consensus of the Board was that it was appropriate and that they considered it a living document that could be adjusted as time and finances dictate.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala sadly reported that both grants for digitization of the Amherst News Times had not been granted. The Nord Family Foundation did send another application for a \$5,000.00 matching grant for the same project. It requires that new money (not any money from the Ohio Historical Society) be used. After discussion, Jenne moved, seconded by Dulmage, to accept Resolution # R-13-3-3, to designate \$5,000.00 from the DeLloyd bequest for to be used as the new money for the digitization of the Amherst News Times project. All present voted in favor.

MOTION PASSED

Dovala reported that the Library has been named a 25% beneficiary of the estate of Mabel Cozette McKinney. The amount is unknown at this time.

Dovala noted that a meeting will be set with representatives of the Nord Family Foundation to enhance future grant requests from that organization. The Library again partnered with Firelands Schools for the annual Design An Ad for the Chronicle Telegram. The winner has been selected and will appear soon in the newspaper. Dovala has been in

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contact with the Superintendent of Firelands Schools for future collaborative projects.

Work on a Library Newsletter is progressing. Distribution costs for the newsletter are a financial concern. Options are being investigated. Trustee Woodward is advising staff of options and contacts for printing. The newsletter would include programming and services offered with the expectation that it would become a periodic publication.

There were no GIFTS OR CORRESPONDENCE or PUBLIC COMMENTS.

NEW BUSINESS

Library Administrator, Don Dovala reported on his attendance at Legislative Day in Columbus. He was able to meet with legislators or their representatives as follows: Lundy, Boose, Manning, and Ramos. Ohio Library Council has indicated that perhaps a small incremental increase could occur in the future to return libraries to the previous 2.2%.

An article in the Amherst News Times (the first of a monthly offering) and Dovala distributed it to the Trustees.

Dovala has received a request for financial participation from the Library from a part time staff member accepted into the MLIS program at Kent State University. Dovala and Blakey were tasked with investigating past practices and to make a recommendation to the Personnel Committee at their next meeting.

Discussion of the Board meeting schedule resulted in McDowell moving, seconded by Yorks, to accept Resolution # R-13-3-4, in cancellation of the April and June regular Board meetings. It was noted that a special meeting could be called as needed. A number of members would not be able to attend on the regular meeting night. All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL

Dulmage reported on the committee meeting held February 25. Items discussed were the remodeling, cost of a newsletter and mailing options, city rain barrels, and analyzing staff cross training. After a visit from the city, it was determined that there just was no room for a rain barrel to be on display at the Library. The option to allow staff to work in areas outside of the department that they were hired into is working out well by giving the Library flexibility scheduling and better opportunity to staff. The next meeting of the Personnel Committee will be March 26, 2013 at 10:00 am.

FINANCE & AUDIT

Woodward moved, seconded by Clotz, to accept Resolution # R-13-3-5, approving 2013 Permanent Appropriations as follows: \$1,207,900.00 from the General Fund, \$50,000.00 from the Endowment Fund, and \$400,000.00 from the Building Fund. Roll call vote: Woodward, Alexander, Jenne, Dulmage, McDowell, Clotz, Yorks, ALL AYES.

MOTION PASSED

McDowell moved to adjourn. Meeting adjourned at 6:55 p.m.

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President

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Attest