

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 9, 2014 Regular

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

McDowell moved, seconded by Jenne, to accept Resolution # R-14-6-1 approve the minutes of the May 12 Regular meeting. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Dulmage, to accept Resolution # R-14-6-2, to approve the minutes of the Records Commission meeting. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by McDowell, to accept Resolution # R-14-6-3, to approve the minutes of the 2015 Budget Hearing. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reviewed the May 2014 financial reports and explained how she would handle the receipt of the Homestead Rollback revenue on the reports. She noted that the reports were in line with expectations at this time of the year. She also commented that in the event that there was ever a need to ask the service area for a levy, that they should never make any changes to the levy that is in place. It is grandfathered in regards to homestead rollback changes made in the last year.

Jenne moved, seconded by Alexander, to accept Resolution # R-14-6-4, to accept the May 2014 financial reports as presented.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported on the status of the DeLloyd remodel. Three change orders have been approved amounting to just under \$7,000.00. They are in regards to a post needed to support changes in the upstairs resulting in a relocation of a door to the server room and the other two are related to the storage access where the stairway was. Another change order for the cove ceiling was discussed. Information on the change order was sent to Jim Yorks today for his review. After further discussion of the area, it was decided to take a brief recess so the Trustees could look at the area in order to properly consider the suggested change order.

The recess lasted from 6:20 until 6:35 p.m., at which time the Board returned to the regular meeting. The Trustees discussed the pros and cons of the coved ceiling, noting that it was in keeping with the remainder of the room and that this would be the time to do it when the area is completely exposed. Dulmage moved, seconded by Alexander, to accept Resolution # R-14-6-5, authorizing the Building & Grounds Committee to

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make the decision on the cove ceiling change order which could range from \$8,000.00 to nearly \$20,000.00. The reason for granting the authority to the committee was to keep the project moving. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that the five security cameras are up and working. A question had been brought to his attention about public records of these recordings. Dovala had requested an opinion from the County Prosecutor's Office and Gerry Innes had responded. Dovala read the response aloud. It was noted that the recordings were not used in the normal course of business and would be written over when space was needed. Dovala makes a daily walk around of the Library and only if he noticed any vandalism would he review the recording. It was decided that the recordings were not a public record.

The Memorial Day Parade had Quarry Bear along with Jeni Giele, Susan Sailer, Lisa Stanley, Victoria Vogel, and Don Dovala marching along. Dovala gave special thanks to Susan Sailer and Lisa Stanley for purchasing items to distribute along the parade route.

Quarry Bear made another public appearance at the Crushers games in Avon with Kaye Koler as his handler. It was the Crusher's mascot Stomper's birthday and he celebrated it with several other local mascots.

The Black River Astronomical Association held a program organized by Cheryl Ashton and Lisa Stanley. Counting stopped when the number of patrons attending the program reached over 200. Telescopes were set up in the parking lot and inside the Library computers were available to show patrons all kinds of fun and interesting scientific events.

NEW BUSINESS

Dovala reported on the parking lot lighting update. The city has a vendor that will charge just under \$195.00 per post for the changes. The Library's property management company charges between \$150.00 and \$160.00 each and will dispose of the scrap. Discussion centered on the age of the items (over 20 years) and that there just wasn't a market for the items. In the event the City is able to find an entity that would want the lights, there would be the issue of storage until they could be picked up. After further consideration, Alexander moved, seconded by McDowell, to accept Resolution # R-14-6-6, to have Simplified Facilities Management install and dispose of the scrap. All present voted in favor.

MOTION PASSED

President Clotz said he was assigning a committee to review the Library's bylaws.

There were no GIFTS or CORRESPONDENCE or PUBLIC COMMENTS.

COMMITTEE REPORTS

BUILDING & GROUNDS – no report

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PERSONNEL

It was noted that the fiscal officer would be retiring in November. The committee asked Fiscal Officer Blakey for a retirement time line and also posting information for a job description. Dulmage asked the Trustees for suggestions for a time line, full time versus part time. The next committee meeting will be July 1 at 10:00 a.m. at the Library.

Dovala noted that he had spoken with Oberlin Library Director Darren McDonough and that there may be interest in sharing a person as is done now with Blakey. Dovala will invite Oberlin Personnel Committee and Director McDonough to the next Amherst Personnel Committee meeting.

Finance & Audit – no report

Discussion returned to a bylaws committee. McDowell, Clotz, and Alexander will meet July 2 at 10:00 a.m. at the Library.

The Board took all the blame for the state of the Library during the renovation for the DeLloyd Room. In return, on behalf of the entire Board, they offer most heartfelt thanks and appreciation for way that the staff is persevering during this time. There is no lunch room, no programming room, and lots and lots of dust. Staff has managed to still have programs, eat lunch in crowded corners, and still be in good spirits putting their best foot forward for patrons. This is truly appreciated by the Board of Trustees.

McDowell moved to adjourn. Meeting adjourned at 7:00 p.m.

President

Attest