

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 10, 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: Laura Dulmage, Judy Alexander, Marilyn Jenne, Walter McDowell, Dennis Clotz, Nate Woodward and Jim Yorks were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Kristin Cioffi, IT Manager.

Alexander moved, seconded by McDowell, to accept Resolution # R-14-3-1, approving the minutes of February 10, 2014. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey noted that tonight the 2014 Permanent Appropriations and that in May, the 2015 Budget Request would be on the agenda. She reviewed the February 2014 financial reports noting that there would be a few changes in the amount appropriated as a result of the resolution to be approved tonight. She also noted that the revenue and expenses were in line with the budgeted figures.

McDowell moved, seconded by Jenne, to accept Resolution # R-14-3-2, accepting the February 2014 financial reports as presented. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala thanked the Trustees for approving the completion of the digitization of the Amherst News Times. He also praised Cheryl Ashton for her negotiation skills with the vendors doing the work on the project. Since the volume was so much higher, she was able to negotiate the fee to half of what it would have been doing it over a number of years. The project is expected to be completed by the end of the year.

Dovala informed the Trustees that an April meeting was scheduled with Only Libraries to finalize the planned changes to the second floor of the addition. This meeting is to order the items needed and the plan is to start it in late summer which will be after the renovation to the second floor of the Carnegie building.

Dovala read a letter from Holzheimer, Bolek + Meehan, Architects noting their review of the bid documents received from the five firms that bid on the project. A copy of the letter and bid tabulation is attached to these minutes. The Lauren Building Company, LLC was selected as the lowest responsive and responsible bidder and indicated that the Library enter into a contract with them to perform the work for the Carnegie renovation.

LIBRARY ADMINISTRATOR'S REPORT

Dovala's report showed a review in School Library Journal that Cheryl Ashton had written. He noted that if you go to the website that there were probably fifty reviews she had on file.

Dovala noted that the Lorain County Library Trustees gathering held at the Oberlin Inn was well attended. Amherst Trustees attending were Marilyn Jenne, Laura Dulmage, Judy Alexander and Walter McDowell. A gathering will be planned every other year. The time to speak with other library trustees was noted as very beneficial.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 10, 2014 Regular

Dovala reported for the Friends of Amherst Public Library, that the annual author luncheon will be October 23 and the author will be Paula McClain, who wrote *The Paris Wife*.

NEW BUSINESS

Yorks moved, seconded by McDowell, to accept Resolution # R-14-3-3, to accept the recommendation of Holzheimer, Bolek, + Meehan, Architects to award the contract for the renovation of the second floor of the Carnegie building to Lauren Building Company, LLC, as the lowest responsive and responsible bidder, with a cost of \$84,784.00 and an S-1 deduct of \$450.00. Discussion followed noting that the stipulated completion date is 110 days from the start of the project. Retainage requirements are in section 5.1.6 of the contract and are set at 8%. All present voted in favor.

MOTION PASSED

Dovala then presented the actual completed contract that the contractor and the Library would enter into. Alexander moved, seconded by Yorks, to accept Resolution # R-14-3-4, instructing the Fiscal Officer to sign the contract on behalf of the Board of Trustees, with Lauren Building Company, LLC. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Dulmage moved, seconded by Jenne, to accept Resolution # R-14-3-5, accepting the following gift:

\$30.00 from Judy Alexander and William Strohm in memory of Dave Spieker

All present voted in favor.

MOTION PASSED

Dovala noted that Kristin Cioffi has been officially recognized for her work in the technology area by being named to the Library's Management Team as Technology Manager.

PUBLIC COMMENTS

Clotz distributed the library bylaws and asked Trustees to review and be ready to discuss at the next meeting.

COMMITTEE REPORTS

BUILDING AND GROUNDS

There was no report only that the bathroom in the Carnegie building did not have to be changed as a result of the renovation around it according to the experts who reviewed the area.

PERSONNEL

Dulmage reported on the committee meeting held February 25 noting that they had reviewed the staffing updates, cross training and use of staff in areas outside of what they were hired in to do. They had discussed the upcoming PLA Conference and those attending the conference and also

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 10, 2014 Regular

the Lorain County Library Trustees meeting held at the Oberlin Inn. The next committee meeting will be April 1 at 10 am at the Library.

FINANCE & AUDIT

The committee had reviewed the 2014 Permanent Appropriations. Woodward moved, seconded by Alexander, to accept Resolution # R-14-3-6, approving a grand total of \$2,171,900.00 distributed as follows: \$1,421,900.00 from the General Fund, \$250,000.00 from the Endowment Special Revenue Fund, and \$500,000.00 from the Building Fund. All present voted in favor.

MOTION PASSED

The audit of the records for 2012-2013 has been awarded by the State of Ohio Auditor's office to Julian and Grube, Inc. Woodward moved, seconded by Yorks, to accept Resolution # R-14-3-7, authorizing the Fiscal Officer to sign the contract on behalf of the Board of Trustees. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by Woodward, to adjourn. Meeting adjourned at 6:35 p.m.

President

Attest