

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 12, 2014 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:10 p.m. Roll call: Laura Dulmage, Dennis Clotz, Marilyn Jenne, Walter McDowell, Judith Alexander, Nate Woodward, and James Yorks were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Kristin Cioffi, Technology Manager.

Alexander moved, seconded by Woodward, to accept Resolution # R-14-5-2, to approve the minutes of April 14, 2014. All present voted in favor.

MOTION PASSED

Fiscal Officer, Kathi Blakey noted that the final distribution from the Estate of Mabel Cozette McKinney had been received and a leaf was added in her memory to the endowment tree. Blakey noted that Robert and Lisa Stanley were appreciative of the leaf and had taken pictures of it to be sent to a family member of McKinney.

The Agreed Upon Procedures audit report for 2012 and 2013 has been released and forwarded to the board members.

Blakey reviewed the April financial reports noting that the year is a third complete, so revenue and expenditures should be at 33%. Revenue from Real Estate taxes is ahead of budget, but the library has not yet received revenue from the Homestead rollback. Payroll is on budget, as expected. Other expenditures are slightly behind budget, since yearly appropriations were generous. The April Bank Reconciliation and Electronic Payments were discussed. Dulmage moved, seconded by Alexander, to accept Resolution # R-14-5-3, accepting the April 2014 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported on the Carnegie remodel. He explained there is a slight lag time between processes, since everything progresses in stages. For instance, after the hole for the footer was dug, the soil needed to be tested before the concrete could be poured. The testing confirmed the soil was good and the concrete footer has been poured, but the concrete needed to cure before the supporting post could be installed. The supporting post is scheduled to be installed on Wednesday.

### LIBRARY ADMINISTRATOR'S REPORT

Staff had a meeting with Only Libraries regarding the upstairs remodel. They will be sending plans this week for the staff to review. Dovala is hopeful the remodel project will start in August or September.

Dovala asked that names be given to the new rooms in the Carnegie area of the library, in order for staff to start scheduling programs in those rooms. It was noted that Judy Ryan had previously named the local history portion of the area after Valerie Gerstenberger. Dovala suggested that the new area be named after Robert DeLloyd. Alexander moved, seconded by Dulmage to accept Resolution # R-14-5-4, to name the Local

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History room the Valerie Gertenberger Room and the new room the DeLloyd Room. All present voted in favor.

MOTION PASSED

BTC Security will start the installation of security cameras on Thursday. There will be 6 cameras installed, with the possibility of expanding to 8 if needed. Dovala discussed recent behavioral problems with teenagers outside the library. The cameras will be able monitor those outside areas where the problems have been occurring. The cameras will be able to be viewed online and will keep a recording of activity for 2 weeks.

Dovala noted that staff members have done a great job adjusting to the construction and the changes it is bringing. He noted that Cheryl Ashton and Lisa Stanley have done a good job moving and holding programs in other areas.

### NEW BUSINESS

The Wine and Chocolate Walk will take place on Sunday, May 18, 2014. Staff members Debbie Almon and Charlene Kalo volunteered to come in at 12:00 p.m. to pass out chocolate to the participants. The library will open one hour later at the normal opening time of 1:00 p.m.

Yorks noted that Saturday, May 17, 2014 is City Pride Day and if any sprucing up was needed on the library grounds, volunteers may be available to help. Dovala thanked Yorks, but didn't think help was needed since the library grounds are maintained by landscapers.

Quarry Bear and Staff volunteers will be participating in the Amherst Memorial Day Parade. Dovala is the only staff member to volunteer so far. Dovala asked if anyone knew of a convertible car that may be available for Quarry to ride in. Clotz said that he had a convertible that the library is able to use.

Cheryl Ashton and Lisa Stanley have been making trips to local schools to promote the upcoming Summer Reading Program.

### GIFTS

Dovala read the list of gifts. Yorks moved, seconded by McDowell to accept Resolution # R-14-5-5, to accept the following gifts:  
In Memory of James Arthur Seaman: \$30 from Geoff and Linda Gatz

Donation of \$56.94 from the Friends of the Amherst Public Library to be used for the purchase of a stained glass book.

All present voted in favor.

MOTION PASSED

### PUBLIC COMMENTS

President Clotz suggested that if any board members wanted to review the bylaws, they could meet before the next personnel committee meeting. Blakey advised the board that less than 4 members needed to be in attendance; otherwise it would constitute a regular board meeting.

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COMMITTEE REPORTS

BUILDING AND GROUNDS - No Report

PERSONNEL

Dulmage reported that the committee met on April 29, 2014. At the meeting, Dovala talked about security cameras, summer planning, and construction distractions. The committee also discussed an overview of personnel. No new employees have been hired. The next Personnel Committee meeting will be May 27 at 10:00 a.m.

FINANCE & AUDIT

No Report

Yorks moved, seconded by Jenne to adjourn. Meeting adjourned at 6:32 p.m.

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President

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Attest