

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 13, 2015 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Dennis Clotz, Walter McDowell, Judy Alexander, Darcy Teets, and Nate Woodward were present. Jims Yorks arrived later, as noted in the minutes. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Dulmage, to accept Resolution # R-15-4-1 accepting the March 9, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the March financial reports noting that reports reflect the Permanent Appropriations passed at the March meeting, and the year-to-date percentages are within the expected 25% threshold. Cioffi noted that the library received a check for the first half of the property tax revenue earlier in the day. She also noted that the 2016 Budget hearing would be held in May. Alexander moved, seconded by Woodward to accept Resolution # R-15-4-2, accepting the March 2015 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the library had received a new design plan from Only Libraries for the upstairs remodel. The plan was reviewed and sent back to the designer with the library's input. The goal is to move forward with the project this year.

Jim Yorks arrived at 6:05 p.m.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the awning on the library is damaged and will be replaced. Youth Services Manager, Cheryl Ashton and Circulation Manager, Dorene Sweet assisted in picking out a new, colorful awning for the library. Dovala received a quote for \$13,000 from the library's current landscapers, North Shore Landscaping, for removing and replacing the overgrown, existing landscaping around the library. He will be meeting with the landscaper on Wednesday to walk through the grounds and discuss the plan. Yorks and McDowell requested a copy of the plan from Dovala. Discussion commenced regarding the price and the types of plants that would be put in. It was noted that some of the current trees are dedicated memorial gifts and will not be replaced. The consensus was

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that the price seems reasonable for the amount of work to be performed. Clotz requested that copies of the plan also be sent to the entire Board. Dovala reported that one of the drains in the parking lot is cracked and will be fixed by the library's maintenance company, Simplified Facilities. The repair will cost \$5000 and take about a week. Parts of the soffit that were painted last year by Pullin Painting have peeled during the winter. Pullin Painting will repair it as well as repaint the Amherst Public Library letters on the building.

Dovala reported that the county Trustees meet and greet was held in March, and every county library was represented. In the future, the event will be scheduled every other year. Alexander commented there were tables with different questions for discussion, and she found the event very interesting. Dovala noted that Sam Chada from Sandusky Library gave a presentation on emerging technology, and she has also been to our library in the past to give presentations. Unfortunately, the hot spots she talked about during the presentation do not have coverage in Amherst. The library will continue to investigate new technologies, especially when attending conferences.

Dovala is continuing to investigate options regarding putting a shed on the library's property. Yorks commented that the library shouldn't rush to put up a shed, because a small addition may be an option as well. After discussing possible options, the board agreed that the Building Committee should assess the property and the library's needs and make a recommendation to the Board. Yorks informed Dovala that since the library is in the city's historic district, we would need to present a swatch of the new awning to the city's Design Review Board for approval. The next meeting is Thursday, April 16 at 5:30 p.m.

Dovala mentioned that the library will be participating in Main Street Amherst's Walking on Wednesday this year. The event takes place during the library's current operating hours. So far, Men of Steele and Violinist Mary Beth Ions have been secured as performers. Yorks suggested that street performers are also a good, family friendly option. The library is also participating in Main Street Amherst's Chocolate Walk and will be using the DeLloyd Room to pass out the chocolates. Yorks noted that this year's event is very popular, selling out in an hour.

NEW BUSINESS-None

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### GIFTS & CORRESPONDENCE

Yorks moved, seconded by McDowell, to accept Resolution # R-15-4-3, accepting the following gifts:

In memory of Bob Washburn:

\$50.00 from Scott and Cindy Snyder used to purchase the DVD Fire on the Track and the book Running with the Buffalos by Chris Lear

\$25.00 from Andrea Mindling in recognition of outstanding service received from Circulation Manager, Dorene Sweet

All present voted in favor.

MOTION PASSED

### PUBLIC COMMENTS

Woodward commented that he attends Storytime at the library with his daughter and all the parents and kids love the program. Yorks commented that Summer Reading is also a great Children's program.

### COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

### PERSONNEL

Dulmage reported that the Board was supposed to complete the review sheet "How good is our library Board?" for this meeting and that committee discussed evaluations at their meeting. Currently, Dovala evaluates the management team, the management team reviews the staff members they supervise, and the Board evaluates Dovala and Cioffi. It was discussed that evaluations are meant to be a way for staff to create goals and receive the assistance they need to achieve those goals, not to be negative. Any issues that arise throughout the year should be addressed as they occur. It was noted that Dovala holds monthly staff and management team meetings, as well as the individual departments holding meetings. Staff members receive yearly training on Staff Day, and also have the opportunity to attend a yearly OLC chapter conference.

Discussion followed regarding the Board's questions and opinions after completing their review sheets. Clotz commented that 3 year Strategic Plan needs to be redone this year. Yorks commented that the plan is important because it help the Board make decisions. It was decided that

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the management team will work on developing new goals for the plan and present them to the Board. The management team and Board should schedule a time to have an informal discussion after the goals are presented. The Board agreed that over the years they have handled problems well, have diverse backgrounds, and have been fiscally responsible. Alexander commented that she would like to see a new annual report available for public and on the website. Yorks would like to see the library give yearly presentations to city council on the state of the library. It was mentioned that Dovala gives library updates at Rotary and Library Liaison, Charlene Kalo gives updates at Main Street.

Dulmage moved, seconded by Yorks, to accept Resolution # R-15-4-4 to go into executive session at 7:00 p.m. to discuss the compensation of an employee. Roll Call vote: Yorks, Clotz, Dulmage, McDowell, Woodward, Teets, and Alexander, ALL AYES.

MOTION PASSED

The Board returned to regular session by motion from Yorks, seconded by Teets at 7:05 p.m. All present voted in favor.

Yorks moved, seconded by Alexander, to accept Resolution # R-15-4-5 instructing the Fiscal Officer to pay Dovala for 153.6 hours of incorrectly accrued vacation at his current pay rate over a period of three payrolls and to add 11.82 hours of vacation to his current accrued vacation. Roll Call vote: Clotz, Dulmage, McDowell, Woodward, Teets, Alexander, Yorks, ALL AYES.

MOTION PASSED

Dulmage reported that she will be out of town and will not be available to attend the next Personnel Committee meeting. Dovala will let the rest of the committee know if any issues arise requiring the committee to meet, and if not, the next meeting will be in May.

FINANCE & AUDIT- no report

McDowell moved to adjourn, seconded by Alexander. Meeting adjourned at 7:10 p.m.

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President

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Attest