

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 10, 2015 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: Judy Alexander, Laura Dulmage, Walter McDowell, Dennis Clotz, Nate Woodward, Darcy Teets, and Jim Yorks. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Yorks, to accept Resolution # R-15-8-1 accepting the July 13, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the July financial reports. Cioffi noted that the library received an Amended Certificate of Estimated Resources from the county Budget Commission, and the library's estimated PLF revenue for this year has increased by \$39,593.13. The Public Library Fund's final budget has been adjusted, and the July Revenue Status report reflects this change. Cioffi also noted that the preliminary PLF estimate for 2016 has been released, and the library is expected to gain additional PLF revenue at this time.

Cioffi reported that Lorain National Bank would be merging with Northwest Bank on August 14. Lorain National Bank's current public funds representative did not have much information on what will change after the merger, but assured Cioffi that the library's checks and deposit slips will still be valid. Jerry Innes confirmed that the library's depository agreement with Lorain National Bank will remain legal until it expires. The library's current depository agreements expire at the end of the year, so Cioffi will investigate other banking options. It was noted that Lorain National Bank had taken down the electronic Amherst Rotary sign. Yorks reported that Amherst Rotary was looking into options for what to do with the sign. Woodward moved, seconded by Alexander to accept Resolution # R-15-8-2, accepting the July 2015 financial reports. All present voted in favor.

MOTION PASSED

FISCAL OFFICER AND LIBRARY ADMINISTRATOR EVALUATION FORMS
Dulmage presented the evaluation forms for the Fiscal Officer and the Library Administrator. She noted that Alexander did a lot of work researching and putting the forms together. The Personnel Committee reviewed the forms at their meeting on August 29. Discussion ensued on whether to use a letter or a number rating system for the evaluations. Dulmage stressed the importance of completing the comment sections on

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the forms. Yorks moved, seconded by Alexander to accept Resolution # R-15-8-3, accepting the letter rating Evaluation Forms as presented (copies attached) and to have the committees convert the letter ratings into number ratings. All present voted in favor.

MOTION PASSED

FISCAL OFFICER AND LIBRARY ADMINSTRATOR'S GOALS

Cioffi presented her goals for the upcoming year to the board. Goals included educating staff members on financial policies, developing procedures for electronic payment requests, investigating accepting credit cards for payments, and preparing for next year's financial audit.

Dovala also presented his goals for the upcoming year. His goals included continuing the remodeling and addition projects, working on improving communication, and writing things down to becoming more organized. Alexander recommended the use of the Day Timer System. There was also discussion on ways to improve communication and how to measure the success of that goal. Yorks noted that he would like Dovala to look at ways for the library to be more involved with the public.

Dulmage asked that the board members complete and return their evaluation forms to either Clotz or to the board's library mailbox by August 18. The evaluations will then be compiled by the Finance and Personnel committees, respectively. The Finance committee will give Cioffi her evaluation, and the Personnel committee will give Dovala his evaluation just before the 12:00 p.m. Personnel Committee meeting on Tuesday, August 25. Dulmage again stressed the importance of the comment sections.

OLD BUSINESS

Dovala reported that he met with Mike Sherrill from Simplified Facilities and Jon Traut from Williams Brothers Builders to discuss a 2-story addition to the east side of the library for storage and office space. Traut estimated that the project would cost between \$165,000 and \$175,000. The final price would depend on the finishes used to tie the addition in with the old part of the building. Yorks said that the next step would be to determine a method for project delivery. The library will have to decide between a design/build option and a standard architect. They may also want to hire a construction manager. It was noted that with professional fees, the project was likely to cost around \$220,000. The library will need to speak with Jerry Innes regarding the legal requirements for all the

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options. Dovala will meet with the Building & Ground Committee to further discuss the various options. Cioffi noted that there was not money appropriated in the Capital Projects Fund for Professional Services. Alexander moved, seconded by Yorks to accept Resolution # R-15-8-4 to transfer appropriations of \$20,000 from Building Improvements Account # 4001-760-740-0000 to Professional Services Account # 4001-760-379-0000, in order to pay for any professional fees incurred with planning the addition. Roll call vote: Dulmage, Teets, Clotz, Woodward, McDowell, Alexander, ALL AYES. Yorks abstained.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported on recommended maintenance projects that should be scheduled next year. The roof will need to be sealed at a cost of about \$14,000, and one of the A/C units is due to be replaced at a cost of about \$15,000. The specifics of both projects were discussed.

Dovala noted that two employees were resigning. Reference Substitute Paula Shadle was retiring due to OPERS healthcare changes, and Circulation/ Shelving Substitute Jane Lehman has been hired as a permanent teacher. McDowell requested that an updated employee list be distributed to the board. Yorks asked that a board list with committee assignments be included and distributed to the employees, as well. Dovala reported that former employee Faith Hoffman has recently been hired as a Reference Substitute.

NEW BUSINESS

Dovala reported the library now has 3 staff members that are Public Notaries. The library's free notary service for patrons is becoming very popular. Dovala and Cioffi thought it was important for the library to adopt a basic notary policy, and copies of the Notary Public Service policy they drafted were distributed. Dulmage moved, seconded by Alexander to accept Resolution # R-15-8-5, accepting the Notary Public Service Policy as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala informed the board that a few staff members have taken time off recently, due to medical issues. They have been working limited hours during their recoveries.

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GIFTS & CORRESPONDENCE

Dulmage moved, seconded by Teets, to accept Resolution # R-15-8-6, accepting the following gift:

\$100 from Julie Mannarelli

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS- none

COMMITTEE REPORTS- no reports

All items were handled earlier in the meeting

Yorks moved to adjourn, seconded by McDowell. Meeting adjourned at 7:12 p.m.

President

Attest