

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 12, 2015 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Dennis Clotz, Laura Dulmage, Walter McDowell, Nate Woodward, and Judy Alexander were present. Darcy Teets was excused. Jim Yorks arrived later as noted. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Alexander, to accept Resolution # R-15-10-1 accepting the September 14, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Jim Yorks arrived at 6:03 p.m.

Fiscal Officer Cioffi reviewed the September financial reports, noting that revenue and spending percentages were as expected. Cioffi reported that the county auditor sent a letter explaining that the Ohio Department of Taxation is eliminating Tangible Personal Property tax reimbursements. The library will lose about \$2400 per year in revenue from the cut. She adjusted the revenue budget by \$1209.97 to reflect the change for this year. Alexander moved, seconded by Woodward, to accept Resolution # R-15-10-2, accepting the September 2015 financial reports. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by McDowell, to accept Resolution # R-15-10-3 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Clotz, Dulmage, McDowell, Woodward, Alexander, Yorks, ALL AYES.

MOTION PASSED

Cioffi asked the board for their opinion on the use of electronic signatures on checks, noting that she recently learned that UAN, the library's accounting software, offers this feature. She explained how electronic signatures work and reviewed the library's current process for check requests and having payments approved. Discussion continued regarding security, internal controls, and if electronic signatures were necessary. It was noted that the library's depository agreements would be expiring at the end of the year, and the Finance & Audit committee would be reviewing banking options next month. Alexander moved, seconded by

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Dulmage to accept resolution # R-15-10-4 to consider adopting the use of electronic signatures beginning in January 2016. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator Don Dovala reported that Senior Reference Specialist Victoria Vogel recently resigned. She will be taking a position as the Branch Manager for the Wakeman Branch of the Huron County Community Library. Reference Specialist Jeni Giele has just earned her MLIS degree and has been promoted to Senior Reference Specialist. She will be taking over some of Vogel's hours and purchasing responsibilities.

Dovala met with Yorks and McDowell and discussed the proposed building addition. The next step will be to develop a proposal to send to local design-build firms. Dovala hopes to have a proposal ready for the next board meeting. Dovala noted that in addition to sending the proposal to local firms, it would be a good idea to advertise the project in the local newspaper. Yorks thinks that June 2016 is a good target date to break ground on the project.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Staff In-service Day was held earlier in the day at Common Ground in Oberlin. 18 staff members attended and participated in team building activities. Dovala and Adult Services manager Melanie Presler attended OLC's annual conference in Cincinnati last week. It was the first conference Presler has attended. Dovala noted that they both learned a lot from the programs and were able to network with attendees from around the state. Technical Services manager Mary Geer and Circulation Services manager Dorene Sweet will be attending a conference put on by TLC, the library's catalog system, next week.

### NEW BUSINESS

Dovala asked Yorks if he would look at an internal hallway wall that has some water damage on it. Some plaster on the wall has been removed in order to seal and waterproof the wall. Behind the plaster is brick, and Dovala would like to remove all of the plaster and leave the brick exposed if possible. The library's building facilitator advised that the wall would probably need resealed every 15 years. Yorks said he would look at the

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wall after the meeting, noting that removing the plaster would probably keep the wall drier.

GIFTS & CORRESPONDENCE- none

PUBLIC COMMENTS- none

Clotz noted that he would like to put together a slate of officers for 2016 and discuss the Fiscal Officer's and Library Administrator's contracts at the next Personnel Committee meeting.

COMMITTEE REPORTS

BUILDING & GROUNDS- no report

PERSONNEL

Dulmage reported that the Personnel committee met and discussed staffing updates and conference attendance. They have also been working through a packet that addresses different issues that come up in all levels of management. The next committee meeting is scheduled for Tuesday, October 27 at 12:00 p.m.

FINANCE & AUDIT- no report

McDowell moved to adjourn, seconded by Yorks. Meeting adjourned at 6:33p.m.

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President

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Attest