

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 11, 2016 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:56 p.m. Roll call: Dennis Clotz, Laura Dulmage, Walter McDowell, Judy Alexander, Darcy, Teets, and Nate Woodward were present. Jim Yorks was excused. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

Teets moved, seconded by Alexander, to accept Resolution # R-16-4-1 accepting the March 14, 2016 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the March financial reports, noting items that were above the expected 25% threshold and giving the reason. Cioffi reported that she closed the library's accounts at Northwest Bank and opened a new account at Buckeye Community Bank for Merchant Services transactions. She also noted that credit card transactions accounted for about 24% of the patron fines collected in March. McDowell moved, seconded by Dulmage, to accept Resolution # R-16-4-2, accepting the March 2016 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that Star Builders and Williams Brother Builders had both submitted proposals for the planned addition. He also reported that he met with Interior Solutions Group to finalize the upstairs redesign plans. Dovala presented the plans, noting that the library will be gaining more seating, as well as opening up the area by the windows. New carpet will be installed and the walls will also be painted. The project should start in late summer or early fall, depending on how long it takes for the furniture order to come in. Dulmage asked if the lighting was going to be replaced as well. Dovala responded that the lighting probably will not be replaced until next year. Yorks and Simplified Facilities are gathering lighting ideas for the entire library, but they want to wait until the redesign project is finished in order to make sure the new lighting will fit in well.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library participated in the 100<sup>th</sup> Anniversary Great Train Wreck program held at the Amherst Historical Society. PR

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Specialist Cheryl Ashton designed pens and postcards commemorating the event. Community Relations Specialist Charlene Kalo and Outreach Specialist Lisa Stanley did a great job passing out the pens and postcards at the event. McDowell mentioned that he would like to be informed when the library participates in community events, so that he can attend. Dovala pointed out that Lisa Stanley filled the Local History room's display case with historic articles unearthed at the library during the DeLloyd remodeling project.

Dovala noted that he attended the Public Library Association Conference last week with Cioffi and thanked the Board for the opportunity to go. There were representatives from several area libraries at the conference. Dovala reported the conference had many good speakers and that he found the vendor area very helpful. Dulmage asked what changes are happening in public libraries. Dovala responded that much like Amherst, collections are being downsized to make more space for people, and privacy issues behind the scenes are being discussed.

### NEW BUSINESS

#### GIFTS & CORRESPONDENCE

Alexander moved, seconded by Teets to accept Resolution # R-16-4-3, accepting the following gifts:

In memory of Ruth Wilhelm:  
\$25.00 from Richard and Charlene Schibley  
\$50.00 from Mike and Donna Cloud

In memory of Richard Drozdowski:  
Book of North American Birds and Woodworking Wisdom and Know-how  
from Karl and Connie Sherck

In memory of Patricia Seng:  
\$30 from Dawn Seng

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS- none

COMMITTEE REPORTS  
BUILDINGS & GROUNDS

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McDowell reported that the committee reviewed the addition proposals submitted by Star Builders and Williams Brothers Builders. The committee recommends selecting Star Builders because their plan was much more detailed, had a set timeline, and cost nearly \$68,000.00 less than the plan submitted by Williams Brothers Builders. Dulmage moved, seconded by Teets to accept Resolution # R-16-4-4, authorizing the Buildings and Grounds Committee to accept the proposal submitted by Star Builders. Discussion continued regarding possible modifications to the plan including moving the library's existing electric line underground, changing the windows and flooring selected for the upstairs office, and transitioning the existing roof with the new roof. Dovala also recommended choosing Star Builders and noted that they already adhere to prevailing wages rates. Dovala will contact both companies regarding the Board's decision and will set up a preliminary meeting with Star Builders. Roll call vote: McDowell, Teets, Alexander, Clotz, Dulmage, and Woodward, ALL AYES.

MOTION PASSED

PERSONNEL- no report  
FINANCE & AUDIT- no report

McDowell moved to adjourn. Meeting adjourned at 6:24 p.m.

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President

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Attest