

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 12, 2016 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: Laura Dulmage, Nate Woodward, Dennis Clotz, Darcy Teets, Walter McDowell, and Judy Alexander were present. Jim Yorks arrived later as noted. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Dulmage, to accept Resolution # R-16-9-1 accepting the meeting minutes for the July 11, 2016 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the July and August financial reports. She reported that she received an Amended Certificate of Estimated Resources from the Lorain County Auditor, and the Revenue Status report was adjusted to reflect the decrease in estimated PLF revenue. Estimates for next year's revenue will be issued after the Lorain County Budget Commission meets at the end of the month. At this point, PLF revenue should increase about \$40,000 over this year. Cioffi noted that 3 payments have been issued to Star Builders, accounting for about 50% of the project. Alexander commented that interest income is higher than budgeted. Cioffi replied that rates have increased and that she has also moved about half of the money the library had invested in Star Plus Ohio to Star Ohio, since Star Ohio has more favorable rates right now.

Yorks arrived at 6:05 p.m.

Alexander moved, seconded by Woodward, to accept Resolution # R-16-9-2, accepting the July and August 2016 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the addition is waiting on windows right now. Star Builders plans on finishing the addition next week. At that time, they will walk through the punch list to see if there is anything left to be completed. Dovala commented that the workers have done a nice job, and there has been minimal dust and noise. Yorks noted that there were no additional change orders to the project, and he commented that he likes the new office door. Dovala noted that the Children's department held a bubble program in August that over 450 people attended.

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### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Senior Reference Specialist Jeni Giele will be moving to Houston, Texas in a couple weeks. Alexander asked if Giele had her MLIS. Dovala responded that she graduated with her MLIS about a year ago. The library paid for 25% of her tuition.

Dovala reported that the upstairs will be closed for 3 weeks in November in order to install new carpet and furniture. The carpet installation will take about a week. There will be a downstairs browsing area for patrons and staff will be able to retrieve requested books from upstairs. The downstairs community room will be set up as a computer lab during the closure. The library will start advising the public of the closure at the beginning of October. The new reference desks will have space for 3 employees instead of the current 4 and should help alleviate scheduling issues. McDowell asked how much it would cost to have a mover move the books instead of staff. Dovala replied it would cost \$2,500.00. McDowell agreed it was worth it to pay the movers.

Dovala is investigating sprinkler systems for the lawn as a possible project for next year. So far he has gotten one quote. Yorks suggested that in addition to obtaining other quotes, he should find out the cost for the extra water usage. Dovala is also getting quotes for repairs to the parking lot. Yorks gave him a couple of suggestions for repairs that could be done, noting that building facilitator, Simplified Facilities, could advise him on that.

Dovala read a letter that was sent to the library by a patron. In the letter, the patron complimented the library staff and their service.

### NEW BUSINESS

McDowell's term as trustee will be up on December 31<sup>st</sup> of this year. McDowell advised he will not serve another term. There was discussion on the qualities that would be valuable in a new trustee as well as the advertising and selection process. Dovala and Cioffi will put together an ad for the next meeting.

### GIFTS & CORRESPONDENCE

There were no gifts and Dovala already went over correspondence.

PUBLIC COMMENTS-none

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Clotz asked if board approval was needed for the purchase of furniture for the upstairs, noting that the board approved the contract for the addition with Star Builders. Dovala explained that construction projects need to go through a formal bid process if they are over \$50,000.00, but furniture does not have the same requirements. He noted that the furniture selection process has been going on for over 2 years, and each year furniture was included in the budget and passed in permanent appropriations. Alexander noted that the board budgeted for and approved the appropriations for the project already, so the money could be spent without further board approval. There was discussion about the different methods of spending approval between the city and the schools. Cioffi noted that the board sets the level of control for library spending. It was suggested that if the board wants final approval for expenditures over a certain dollar amount, they could pass a resolution to that effect or put that stipulation in their bylaws.

### COMMITTEE REPORTS BUILDINGS & GROUNDS

McDowell noted that when Judy Ryan was the Library Director, the board had looked at and approved an irrigation system for the lawn. Unfortunately, the company they contracted with failed to start work on the project.

### PERSONNEL

Alexander reported that the committee discussed comp time for employees working over 40 per week. They also discussed the possible retirement of Youth Services Manager Cheryl Ashton. It was agreed that she does a great job and will be very hard to replace. Alexander reported that the committee also discussed the staff schedule for when the upstairs will be closed. Employees normally scheduled to work upstairs will need to come in and work on assigned projects in order to be paid. The next Personnel Committee meeting is scheduled for October 4<sup>th</sup> at 10:00 a.m.

FINANCE & AUDIT- no report

McDowell moved to adjourn. Meeting adjourned at 6:56 p.m.

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President

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Attest