

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 13, 2017 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, Dennis Clotz, Jake Wachholz, Judy Alexander, Nate Woodward, and Jim Yorks were present. Darcy Teets was excused. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager, and Lisa Stanley, Youth Services/Outreach Specialist. Charlotte Wachholz was present from the public.

Dulmage moved, seconded by Woodward, to accept Resolution # R-17-3-1 accepting the meeting minutes for the February 13, 2017 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the February 2017 financial reports, noting that the Appropriation Status report displays permanent appropriations, and revenues and expenditures are as expected for this time of year. Cioffi also reported that permanent appropriations have been filed with the County Auditor. Dulmage moved, seconded by Yorks, to accept Resolution # R-17-3-2, accepting the February 2017 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala asked that the Board accept the resignation of Youth Services Manager, Cheryl Ashton. Alexander moved, seconded by Yorks, to accept Resolution # R-17-3-3, accepting the resignation of Youth Services Manager Cheryl Ashton effective February 12, 2017. All present voted in favor.

MOTION PASSED

Alexander commented that she thinks the Board should send a letter of appreciation to Ashton for her service. Dulmage agreed and offered to draft the letter. Dulmage commented that in addition to the letter, she would like for the Board to think of a way to recognize Ashton for her service. There was discussion regarding ideas for recognition for Ashton.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that new Youth Services Manager, Nancy Tomek was doing a nice job during her first few weeks. She has been rearranging parts of the Children's area to make the department her own. Dovala reported that each year the library participates in the *Design an Ad* contest through the *Chronicle Telegram*. This year's ads were designed by

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sixth graders in Mrs. Sexton's class at Nord. A winner has been selected and presented with a framed copy of their ad. The winning ad will be published in April.

Dovala reported that he is getting quotes to have the sidewalks on the west side of Spring Street repaired. He would also like to have the light post that was knocked down by Allied Waste repaired at the same time. Allied Waste's insurance will cover the cost to repair the light post. Wachholtz asked why the library owned property on the west side of Spring Street. Yorks explained that several years ago the library purchased the property in hopes of expanding the library, but the voters did not approve the plan. Dovala noted that after the sidewalks were repaired, our snow removal contractors will plow them in the winter.

Dovala reported that the new VoIP phone system is scheduled to be installed on Monday, March 27th. The library's network consultant Tom Mason will be at the library for the install. Staff members will have training on the new phones this week. Alexander asked if the library had enough server space for the system. Dovala responded that the library has more than enough space and bandwidth to accommodate the system.

NEW BUSINESS

Dovala reported that Teets will be attending the OLC Trustees Workshop on March 25, 2017. Alexander moved, seconded by Dulmage, to accept Resolution # R-17-3-4, approving that the library pay for Teets' registration fee for the workshop and reimburse him for his travel to the workshop at the standard IRS mileage rate. All present voted in favor.

MOTION PASSED

Wachholtz asked if any trustees had attended a similar workshop in the past. Dulmage and Alexander noted that they went to a workshop at LCCC several years ago. Clotz suggested that the personnel committee look at drafting a policy to cover registration and travel expenses for trustees attending library related workshops in the future.

Dovala reported that the building facilitators are recommending putting a fibrated aluminum coating on the roof. Yorks agreed with the recommendation and asked about the schedule for the HVAC units. Dovala replied that one unit was due to be replaced in 2018. Dovala noted that after the season's first big storm, the roof on the new addition leaked. Star Builders repaired the leak the next day, and there have been no further leaks.

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Wachholtz asked what Dewey Lite was. Dovala responded that in Dewey Lite, Nonfiction and Fiction are combined under one subject heading, more like a bookstore. Dovala explained that he has been interested in making the transition to Dewey Lite for a couple of years in the children's department, but Ashton did not want to make the change right before she retired. Tomek likes the idea of incorporating Dewey Lite into the children's section, so they plan on touring other area libraries that have made the transition.

GIFTS & CORRESPONDENCE

Woodward moved, seconded by Yorks to accept Resolution # R-17-3-5, accepting the following gifts:

\$5.00 from Mr. Dovala
\$25.00 from Christine Groomes

All present votes in favor.

MOTION PASSED

PUBLIC COMMENTS

Lisa Stanley commented that Cioffi was doing a good job getting things ready and in order for when she will be out, just like Ashton did before she retired.

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

FINANCE & AUDIT-no report

Woodward asked if there was any additional information on library budget cuts at this time. Dovala answered that currently, the state is talking about cutting the PLF from 1.7% to 1.66% of the state's General Revenue Fund. Dovala is not concerned at this point, but worries it may get worse in the future. He noted that he will be attending OLC Legislative Day at the end of the month to meet with our legislators.

Clotz commented that at the last meeting, he was told that the president could not make a motion. Clotz reviewed Robert's Rules of Order and could not find that that was true. There was brief discussion regarding Robert's Rules of Order and motions from the president.

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With no further business on the agenda, Clotz adjourned the meeting at 6:37 p.m.

President

Attest