

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 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: Dennis Clotz, Jake Wachholz, Laura Dulmage, Nate Woodward, Darcy Teets, and Judy Alexander were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by Dulmage, to accept Resolution # R-17-11-1 accepting the meeting minutes for the October 9, 2017 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the October 2017 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that revenues and expenditures are as expected for this time of year. Cioffi reported on probable General fund carryover to 2018 and that the Finance Committee reviewed Temporary Appropriations for 2018. Dulmage moved, seconded by Woodward, to accept Resolution # R-17-11-2 accepting the October 2017 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala requested that the Board approve the parking lot agreement with Amherst United Methodist Church. Clotz noted that he did not want to sign the agreement without approval of the Board. Teets pointed out a couple of typos that needed to be corrected. There was discussion regarding the purpose of the agreement. Woodward commented that the agreement is meant to protect us so the church can't try to absorb the property by citing that they have made improvements to it. Dulmage moved, seconded by Woodward to accept Resolution # R-17-11-3 accepting the parking lot agreement (copy attached) with Amherst United Methodist Church, as corrected. Roll call vote: Clotz, Dulmage, Teets, Alexander, Woodward, ALL AYES.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Youth Services Manager Nancy Tomek has been letting the teens hang out in the DeLloyd Room after school from 3-5 p.m. It has been going well and there have been about 15-20 teens a day in the area. Dovala also reported that the library's outside IT consultant Tom Mason is retiring and the library has decided to contract with Holland Computers for Server monitoring and backup services. Holland is local and used by

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Grafton-Midview Public Library and Oberlin Public Library. Dovala noted that Mary Geer attended TLC's annual conference last week. She came back with a lot of answers to questions pertinent to the Strategic Plan.

Dovala asked which Board members received membership cards from OLC for 2017. He wants to make sure OLC's trustee listing is up to date and that all Board members receive their cards.

Dovala reported that Shelver Regina Lough has resigned effective November 1, 2017.

NEW BUSINESS-none

### GIFTS & CORRESPONDENCE

Wachholtz moved, seconded by Dulmage to accept Resolution # R-17-11-4, accepting the following gift:

\$150.00 from an anonymous donor for Book Club books.

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

### COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

### PERSONNEL

Alexander reported that the committee met and discussed revising the Compensation Table for 2018. In the proposed table, the minimum salaries have been adjusted to compensate for past increases to the maximum salaries. The proposed adjustments would minimally raise the salaries of 7 current employees. Dulmage moved, seconded by Alexander to accept Resolution # R-17-11-5, approving the 2018 Compensation table as presented (copy attached), effective December 3, 2017. All present voted in favor.

MOTION PASSED

Alexander reported that the committee conferred with the Finance committee and discussed staff wage increases. They recommend that all staff, including Dovala and Cioffi, be given a 2.5% increase each year for

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2018 and 2019. Dulmage moved, seconded by Wachholz to accept Resolution # R-17-11-6 granting staff, including Dovala and Cioffi, an increase of 2.5% effective with the first pay in the new year for 2018 and 2019, except for those under their 90 day probationary period. All present voted in favor.

MOTION PASSED

Alexander reported that Dovala's and Cioffi's contracts have been revised with the newly approved salaries. Woodward moved, seconded by Teets, to accept Resolution # R-17-11-7 renewing Library Administrator Dovala's two year contract with a 2.5% increase each year beginning with the first pay in the new year (copy attached to these minutes). All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Dulmage, to accept Resolution # R-17-11-8 granting a one year contract to Fiscal Officer Cioffi with a 2.5% increase to be effective with the first pay in 2018 (copy attached to these minutes). It was noted that Cioffi will be appointed as Fiscal Officer at the 2018 Organizational Meeting. All present voted in favor.

MOTION PASSED

FINANCE & AUDIT

Dulmage reported that the committee met and reviewed Temporary Appropriations for 2018. Dulmage moved, seconded by Teets, to accept Resolution # R-17-11-9, approving 2018 Temporary Appropriations from the General Fund totaling \$1,400,050.00, \$100,000.00 from the Endowment Fund, and \$400,000.00 from the Building Fund. All present voted in favor.

MOTION PASSED

After discussion, the trustees decided to cancel the December 2017 meeting. The 2018 Organizational meeting was scheduled for January 8, 2018 immediately preceding the regular meeting. It was noted that this was Woodward last meeting as a trustee and that he will be missed.

Woodward motioned to adjourn. Meeting adjourned at 6:54 p.m.

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President

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Attest