AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2018 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, Laura Dulmage, Darcy Teets, Judy Alexander, and Stephanie Pinskey, were present. Jim Yorks and Jake Wachholtz were absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.   Al Goerlich was present from the public.

Teets moved, seconded by Dulmage, to accept Resolution # R-18-7-1 accepting the meeting minutes for the June 11, 2018 Regular meeting. All present voted in favor.

<div align="right">MOTION PASSED</div>

Fiscal Officer Cioffi reviewed the June 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the Ohio Department of Taxation has released an updated PLF estimate for 2018. The library should be receiving an Amended Certificate of Estimated Resources from the Lorain County Auditor increasing the amount of PLF the library is expected to receive. Cioffi reported that Ohio General Assembly passed a bill regulating the use of credit cards by libraries and the board will need to update the library's current credit card policy to comply with the new law. Cioffi recommended waiting until Ohio Library Council issues a sample policy before making any changes.   Cioffi noted that she completed an application for cyber insurance, as discussed at the May meeting, but has not heard back from the insurance company yet.   Pinskey moved, seconded by Dulmage to accept Resolution # R-18-7-2, accepting the June 2018 financial reports. All present voted in favor.

<div align="right">MOTION PASSED</div>

OLD BUSINESS
Library Administrator, Don Dovala introduced Al Goerlich from Amherst United Methodist Church. Goerlich gave an overview of the church's Kids Summer Lunch Program and asked the board for permission for the church to use the library's adjacent greenspace during those programs. Pinskey asked if the church's insurance policy covered those programs and asked if she would be able to review a copy of the policy. Al responded that it did and he would get a copy of the policy to Dovala for review. Clotz commented that he is strongly in favor of the use of the greenspace, providing there is proper insurance coverage and it is cleaned up properly. Goerlich noted that the church always makes sure to clean up the area and has even installed a trashcan. Alexander moved, seconded by Pinskey to accept Resolution # R-18-7-3, approving the

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Amherst United Methodist Church's use of the library's greenspace for programming on Fridays in July. All present voted in favor.

MOTION PASSED

Goerlich thanked the board and left the meeting.

Dovala reported that the evaluation of the new lighting samples is continuing and he hopes to have a final plan in place soon. The lighting designers recommended possibly installing different brightness in different areas of the library. Alexander noted she received positive feedback from the Friends of the Amherst Public Library group regarding lighting sample in the community room. Dovala noted that the installation of the new IP security cameras is scheduled to commence tomorrow.

LIBRARY ADMINISTRATOR'S REPORT
Dovala reported that over 200 people entered the Dulcimer Contest. The winners were selected by the donor. Dovala will present the grand prize to the winner, Mindi Krase. Dovala reported that Shelver Jared Bradac will be starting school at Cleveland State University in the fall, and has thus submitted his resignation. Dulmage moved, seconded by Teets to accept Resolution # R-18-7-4, accepting the resignation of Shelver Jared Bradac effective July 10, 2018. All present voted in favor.

MOTION PASSED

NEW BUSINESS
Dovala reported that he attended ALA's annual conference last week and reviewed a couple of notable finds. In keeping with the library's Strategic Plan, he noted that he found a vendor that prints personalized messages on the bottom of patron receipts. Dovala noted that the messages are compatible with the library's current ILS system. There is a setup cost of $3,000 for the service and a yearly service charge thereafter. Dovala also looked at an RFID system. In the past, RFID was much more expensive and cumbersome. The current system is easier to implement and the cost has come down. The current cost is about $45,000 and includes a new shelf checkout machine and security gates for the doors. Dovala said that even though security has not been a problem, RFID would be good for both security and organization. He noted that the library does not currently take inventories because doing so is too cumbersome. With RFID, inventories are done quickly by walking done the aisle with a wand. Dovala plans to investigate the system further. Westlake Porter Public Library is in the process of installing the system, so Dovala would like to take some staff members to visit there and see how it works firsthand.

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Dovala noted that he will be on vacation for the next two weeks. Clotz asked who would be in charge while he is away. Dovala replied that Technical Services Manager Mary Geer will be in charge in his absence.

GIFTS & CORRESPONDENCE
Dulmage moved, seconded by Pinskey, to accept Resolution # R-18-7-5, accepting the following gifts:

In memory of Marilyn Immler:
<u>Wish Upon a Star</u>, by Margaret Wise Brown and <u>Bunny Loves to Learn,</u> by Peter Bently from the Gelenius Family

In memory of Donald J Dovala:
$50.00 from the Friends of the Amherst Public Library
$140.00 from the Amherst Public Library Board of Trustees

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS
PERSONNEL- no report
FINANCE & AUDIT-no report
BUILDINGS & GROUNDS-no report

Alexander moved to adjourn. Meeting adjourned at 6:36 p.m.

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President   Attest