

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2018 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Dennis Clotz, Laura Dulmage, Darcy Teets, Jake Wachholz, Stephanie Pinsky, 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-18-11-1 accepting the meeting minutes for the October 8, 2018 Regular meeting, as revised. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the October 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that everything is in order for this time of year and carryover to next year should be strong. Cioffi presented Temporary Appropriations for 2019. Dulmage moved, seconded by Pinsky, to accept Resolution # R-18-11-2, approving 2019 Temporary Appropriations from the General Fund totaling \$1,449,000.00, consisting of \$852,100.00 Salaries and Benefits, \$275,300.00 Purchased and Contracted Services, \$308,300.00 Materials & Information & Supplies, and \$8,300.00 Other Objects; \$100,000.00 from the Endowment Fund; and \$400,000.00 from the Building Fund for a grand total of \$1,949,000.00. Roll Call Vote: Clotz, Dulmage, Teets, Wachholz, Pinsky, Alexander, ALL AYES.

MOTION PASSED

Teets moved, seconded by Wachholz, to accept Resolution # R-18-11-3, accepting the October 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the installation of the new lights starts tomorrow. He also reported that staff evaluations have all been completed.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported he contacted Holy Cow about doing a survey of the community regarding library services. The company uses one general survey for libraries, but will allow us to add one page of our own questions. The survey would be sent to a sampling of active voters in our service district. The cost of the survey is \$3,500. Holy Cow charges an additional \$1,500 to interpret the results. Wachholz asked how long it

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2018 Regular

has been since the library did a survey of the community. Dovala replied that it has been about 10 years. Pinsky asked if we could purchase just the survey for \$3,500 and later add the interpretation if necessary. Dovala responded that he will contact Holy Cow and find that out. Dovala noted that it only takes 2-3 weeks to get the survey ready to send. The people selected to receive the survey will be sent a postcard prior to receiving the survey to let them know it will be coming.

Dovala reported that he attended an OLC ballot issues workshop with Alexander, Teets, and Dulmage. Before the library can move forward with any ballot initiatives, they will need to find out the library's taxing boundaries. Dovala has contacted the State Library about it, but has not heard back from them yet.

Dovala reported that the library is participating in the Amherst School's Family First Night. The library will be offering a craft and a reading activity. Food for Fines is currently taking place. If patrons bring in a non perishable food donation for Amherst Food Pantry, \$1 per item will be waived off of their fines.

NEW BUSINESS

A new Salary Chart for 2019 was presented, reflecting an increase to the Ohio minimum wage. Teets moved, seconded by Wachholz, to accept Resolution # R-18-11-4, accepting the 2019 Salary Chart effective 12-16-2018. Roll call vote: Clotz, Dulmage, Teets, Pinsky, Wachholz, Alexander, ALL AYES.

MOTION PASSED

Cioffi explained there are shelvers currently earning minimum wage that will receive a 2.5% wage increase per Resolution # R-17-11-6. However, the increase in minimum wage is 3%. Alexander moved, seconded by Dulmage, to accept Resolution # R-18-11-5, granting minimum wage employees a wage increase to \$8.55 instead of the previously approved 2.5% effective 12-16-2018. Roll call vote: Clotz, Dulmage, Teets, Pinsky, Wachholz, Alexander, ALL AYES.

MOTION PASSED

Cioffi reported that Dovala currently receives a check for \$50 per month as a reimbursement for the use of his cell phone. Due to tax reporting requirements, our IPA recommended including it in his paycheck instead. Cioffi calculated his tax liability to be about \$11 per month. Alexander moved, seconded by Teets to accept Resolution # R-18-11-6, to add \$61 to

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2018 Regular

Dovala's paycheck the first pay of each month effective in December 2018. All present voted in favor.

MOTION PASSED

Teets noted that he saw in OLC's October 31st newsletter that all public libraries in Ohio could receive a free narcon kit. Dovala noted that in the past, police recommend not having the kits at the library because of known effects. There was some discussion regarding have a narcon kit at the library. Dovala will contact Amherst Police and see what is involved.

GIFTS & CORRESPONDENCE- none

Wachholz moved, seconded by Pinskey, to accept Resolution # R-18-11-6, accepting the following gift:

\$40.00 from Judy Alexander & Bill Strohm in memory of Marilyn Jenne.

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS- none

COMMITTEE REPORTS

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

PERSONNEL

Alexander updated the Fiscal Officer's contract to reflect a 2.5% increase in salary per Resolution # R-17-11-6. Alexander moved, seconded by Wachholz to accept Resolution # R-18-11-7, approving the updated Fiscal Officer contract for 2019. Roll call vote: Clotz, Dulmage, Teets, Pinskey, Wachholz, Alexander, ALL AYES.

MOTION PASSED

Since all necessary 2018 business has been transacted, Teets moved, seconded by Pinskey to accept Resolution # R-18-11-8, cancelling the December 10, 2018 board meeting and moving the January 14, 2019 board meeting to January 7, 2019. All present voted in favor.

MOTION PASSED

Clotz noted that there are 3 applicants for the upcoming trustee vacancy. Interviews with the applications will tentatively be scheduled for November 28th.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2018 Regular

Clotz moved to adjourn. Meeting adjourned at 6:59 p.m.

President

Attest