

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 8, 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, 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.

Teets moved, seconded by Dulmage, to accept Resolution # R-18-10-1 accepting the meeting minutes for the September 10, 2018 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the September 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that revenues and expenditures are as expected for this time of year. She also reported that the Lorain County Budget Commission sent an Official Certificate of Estimated Resources for 2019, and the Board needs to accept the amount and rate for the library's tax levy. Dulmage moved, seconded by Wachholz, to accept Resolution # R-18-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Clotz, Dulmage, Teets, Wachholz, Pinsky, Alexander, ALL AYES.

MOTION PASSED

Pinsky moved, seconded by Dulmage to accept Resolution # R-18-10-3, accepting the September 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala distributed written versions of the two policies concerning loan periods and fines that were discussed at last month's meeting. Wachholz moved, seconded by Alexander to accept Resolution # R-18-10-4, approving the following Loan Periods Policy, effective immediately:

- The Library Administrator, in collaboration with the Library Department Heads, has the authority to set the loan periods for items circulated by the Amherst Public Library.

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- The loan period for materials borrowed from other libraries is determined by the lending library.

All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wachholz to accept Resolution # R-18-10-5, approving the following Circulation Fines and Fees policy, effective November 1, 2018:

- The charge for overdue items is \$.10 per item per day.
- A patron will be charge the full replacement cost for lost or damaged items.
- A patron's borrowing privileges will be suspended when their account balance exceeds \$10.00.
- Patrons eligible for a Golden Buckeye card will not be charged fines for overdue items.

All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that earlier in the year, he emailed the Strategic Plan to the staff and asked for their ideas. He did not receive any feedback, so he hung a copy of the Strategic Plan in the hallway with a poster for staff to write their ideas on. He has received many good suggestions on the poster in the hallway for new services to offer and new items to circulate. Dovala reported that the new lanyards for the nametags have not been ordered yet, but the desk plaques have and should be in soon. He is working on getting all staff members on board with stating their names when answering the phone.

Dovala distributed a copy of the 2018-2020 Strategic Plan and reviewed the status of the items that are scheduled to be completed this year. Most items have either been completed or will be completed before the end of the year. He noted that after further investigation it was decided that Dewey Lite and Fine Free will not be implemented at this time.

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Dovala reported that Staff In-Service was held today. The staff went to Kent State University and participated in the NEORLS multi-library staff day. Staff members were able to network and attend three educational sessions. Dovala reported that OLC's Annual Convention was last week and several staff members were able to attend and enjoyed it.

NEW BUSINESS- none

GIFTS & CORRESPONDENCE- none

PUBLIC COMMENTS- none

Clotz reported that the Board received a letter from the Lorain County Board of Mental Health asking for support of their upcoming renewal levy. Clotz reported that the Board received one application for the upcoming trustee vacancy so far.

COMMITTEE REPORTS

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

PERSONNEL

The committee reviewed revising section 3.0 Status of Employees of the Personnel Policy to read:

Full-time employees are eligible for vacation and sick leave. Part-time employees regularly scheduled 20 hours per week or more are eligible for pro rated vacation and sick leave based pro rata on time worked. Employees regularly scheduled less than 20 hours per week, hired after January 1, 2006 and temporary employees do not receive vacation and sick leave.

Alexander moved, seconded by Pinskey to accept Resolution # R-18-10-6, approving changing the Personnel Policy as reviewed, effective October 7, 2018. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Teets to accept Resolution # R-18-10-7, to enter executive session at 6:30 p.m. to discuss the performance of the Library Administrator and Fiscal Officer. All present voted in favor.

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MOTION PASSED

The board returned from executive session at 6:45 p.m. via a motion by Alexander, seconded by Wachholz. All present voted in favor.

MOTION PASSED

Clotz reported that he will stop by the library tomorrow and meet with Dovala and Cioffi and review with them their performance evaluations.

Clotz moved to adjourn. Meeting adjourned at 6:45 p.m.

President

Attest