

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 8, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Laura Dulmage, Judy Alexander, Darcy Teets, Katie Wenger, and Jim Yorks were present. Jake Wachholz and Stephanie Pinskey arrived later as noted. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager, Mary Geer, Technical Services Manager, and Janet Overmyer, Technical Services Specialist. Jim Geer and members of Girl Scout Troop 50146 were present from the public.

Teets moved, seconded by Wenger, to accept Resolution # R-19-4-1 accepting the meeting minutes for the March 11, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

Jake Wachholz and Stephanie Pinskey arrived at 6:02 p.m.

Dulmage welcomed Girl Scout Troop 50146 to the meeting. The troop explained to the Board that they are 5th graders working towards earning a Bronze Award by making the community a better place. As part of their project, they asked the Board for permission to create a rock garden in the landscaping between the two sections of the library's parking lot. There was discussion regarding the details of the rock garden. The troop would like to have the rock garden in place for the start of the library's Summer Reading Program. Teets moved, seconded by Pinksey, to accept Resolution # R-19-4-2, granting Girl Scout Troop 50146 permission to create a rock garden in the landscaping between the library's parking lots. All present voted in favor.

MOTION PASSED

Girl Scout troop 50146 left the meeting at 6:12 p.m.

Technical Services Manager Mary Geer introduced herself and Technical Services Specialist Janet Overmyer and distributed handouts detailing the workings of the Technical Services Department. Geer gave the Board an overview of her employment and educational background, noting that she has her MLIS degree from Kent State University and is an OLC Certified Public Librarian. Geer described what Technical Services is, detailed a typical day in the Technical Services Department for both herself and Overmyer, and reviewed the department's many responsibilities. The Technical Service Department duties include, but are not limited to, running reports, processing inventory, weeding collections, sorting donations, reviewing and approving invoices, processing materials, cataloging items, ordering books and supplies, and editing MARC records.

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Geer presented a display of various library materials, noting that the library has 72 distinct holdings codes and each type of item is processed and cataloged differently. Geer answered questions from the Board regarding space, purchasing, digital items, and holds. Dulmage thanked Geer for speaking to the Board, noting that the Technical Services Department handles a lot of things.

Fiscal Officer Cioffi reviewed the March 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed where the transfer of funds approved last month from the General fund to the Building fund is displayed on the reports. Cioffi reported that she received the certified tax valuations requested last month from the Lorain County Auditor and reviewed the figures with the Board. Cioffi also reported that the library's 1st half property tax revenue has been received. Cioffi noted that next week she will be attending OLC's CPIM training in Columbus. Yorks moved, seconded by Wachholz, to accept Resolution # R-19-4-3, accepting the March 2019 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the new door counters have been installed and will allow the library to look at which hours the building is the busiest. Sherwin Williams came to the library and gave color recommendations for painting the downstairs. Dovala showed the Board the color swatches that were chosen. Yorks asked if the staff liked the colors and if Dovala was getting quotes for the painting work. Dovala responded that all the staff members have seen the colors and liked them, and he asked 3 companies for quotes, but only 2 responded.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the hotspots have been circulating well and the library will be able to purchase more in July. Yorks asked what hotspots were. Dovala explained that hotspots are devices that provide mobile internet. Dovala reported the Reference Specialist Becky Denes spoke about the library at Rotary earlier in the day. Yorks noted that Denes did a nice job.

NEW BUSINESS

Dovala reported Christian Ellis has been hired as a Circulation Clerk. Wachholz moved, seconded by Alexander to accept Resolution # R-19-4-4,

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approving the hiring of Circulation Clerk Christian Ellis effective 4-2-2019. All present voted in favor.

MOTION PASSED

Dovala reported that the library's Annual Report has been emailed to patrons. Dovala reported that he will be attending OLC's legislative Day with Cioffi and Geer tomorrow in Columbus. Dovala noted that Representative Joe Miller and Senator Nathan Manning met at the library a couple of weeks ago and had a good turnout.

GIFTS & CORRESPONDENCE- none

PUBLIC COMMENTS-none

Yorks commented that emailing a survey to just library patrons will not be an accurate reflection of the opinions of the community. Dovala responded that surveys will also be mailed to people who are not patrons.

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

Dovala noted that another rooftop AC unit is due to be replaced soon.

PERSONNEL-no report

FINANCE & AUDIT- no report

Cioffi noted she will email the committee regarding the 2020 Budget Hearing.

Wachholz moved to adjourn. Meeting adjourned at 7:05 p.m.

President

Attest