

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 9, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Jake Wachholz, Katie Wenger, Darcy Teets, Stephanie Pinsky, Judy Alexander, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager. Janet Overmyer and Kaye Teets were present from the public.

PUBLIC COMMENTS none

### MINUTES

Alexander moved, seconded by Yorks, to accept Resolution # R-19-12-1 accepting the meeting minutes for the November 11, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the November 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that there was an inflating bank error on the Bank Reconciliation that was due to an OPERS payment not clearing at the bank as scheduled. Cioffi advised that carryover to 2020 would be significant, and there was discussion about making a transfer of funds from the General Fund into the Building Fund. Alexander moved, seconded by Wachholz to accept Resolution # R-19-12-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$75,000.00 from the General Fund into the Building Fund. Roll call vote: Dulmage, Wachholz, Wenger, Teets, Pinsky, Alexander, Yorks, ALL AYES.

MOTION PASSED

Teets moved, seconded by Yorks, to accept Resolution # R-19-12-3 accepting the November 2019 financial reports. All present voted in favor.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

#### OLD BUSINESS

Library Administrator, Don Dovala reported that the plumbing repair in the staff restroom has been completed, and the floor is scheduled to be repaired this week. Yorks noted that the Simplified Facilities has done a good job dealing with maintenance issues at the building. Dovala thanked

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staff members Vicki Turner and Theresa DiAsio for decorating the first floor and Lisa Stanley for placing the candles and wreathes in the windows in the Carnegie portion of the building.

### NEW BUSINESS

Dovala reported that the two single unit upstairs bathrooms have been changed to gender neutral. Dovala reported that the Lorain County Library Directors held their bimonthly meeting at the new Elyria South Branch. He noted that the building was small, but very nice. The largest portion of the building was dedicated to a Maker Space that focuses on life skills.

Dovala reported that the library had about 25 participants that marched in the Miracle on Main Street Parade. The library hosted a reading program with Santa last week, and participants received a library magnet frame to hold their pictures with Santa.

Dovala reported that Margie Ridenour was hired to work at the Circulation Desk. Teets moved, seconded by Alexander to accept Resolution # R-19-12-4, approving the hiring of Circulation Clerk Margie Ridenour. All present voted in favor.

MOTION PASSED

Dovala reported that a representative from Tech Logic would visit the library next week to demonstrate their RFID system. Wachholz asked if Dovala was still looking into installing a bike repair station. Dovala answered that he is, but since it is a permanent structure, he is waiting for the results of the bond issue to decide on placement.

GIFTS & CORRESPONDENCE none

### COMMITTEE REPORTS

BUILDINGS & GROUNDS none

### PERSONNEL

Alexander presented the 2020 Fiscal Officer contract for Cioffi. Teets moved, seconded by Wenger, to accept Resolution # R-19-12-5, approving the 2020 Fiscal Officer contract as presented. All present voted in favor.

MOTION PASSED

FINANCE & AUDIT none

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Yorks brought up the need to set up a time to meet to discuss the upcoming levy. Alexander reported that the PAC for the levy has been formed, and a checking account was set up. A meeting for the Levy committee was scheduled for Sunday, January 5<sup>th</sup> at 11:00 a.m. at the library.

Alexander moved to adjourn. Meeting adjourned at 6:33 p.m.

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President

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Attest