

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 11, 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, Darcy Teets, Katie Wenger, Jake Wachholz, and Judy Alexander were present. Jim Yorks and Stephanie Pinsky were absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by Teets, to accept Resolution # R-19-2-1 accepting the meeting minutes for the 2019 Organizational meeting and the Regular meeting held on January 7, 2019. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the January 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the Appropriation Status report displays Temporary appropriations. Cioffi reported that the 2018 Financial reports have been filed with the State Auditor, and she has received an Amended Certificate of Estimated Resources from the County Auditor and adjusted the revenue budget accordingly. Cioffi also gave an overview of Permanent appropriations for 2019. There was some discussion regarding transferring money from the General fund to the Building fund. Wachholz moved, seconded by Teets, to accept Resolution # R-19-2-2, accepting the January 2019 financial reports. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wachholz, to accept Resolution # R-19-2-3, approving 2019 Permanent Appropriations totaling \$2,241,000.00 distributed as follows: \$1,741,000.00 from the General Fund, \$100,000.00 from the Endowment Special Revenue Fund, and \$400,000.00 from the Building Fund. Roll Call vote: Dulmage, Teets, Wenger, Wachholz, Alexander, ALL AYES.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the Amherst Chief of Police responded to him regarding Narcan kits. He gave a list of steps the library must take in order to not be held liable and suggested that the library check with their legal counsel before getting a Narcan Kit. Dovala discussed the matter with Assistant Lorain County Prosecutor Jerry Innes. At this point, Innes is not enthusiastic, but is having a staff member thoroughly investigate the legal requirements and will give Dovala a recommendation regarding having a Narcan Kit at the library. Wachholz

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 11, 2019 Regular

asked if there were issues at the library that necessitated having a Narcan Kit. Dovala responded that there were not any issues at this time, but the question was brought up a couple of months ago based on correspondence from OLC regarding free Narcan Kits being offered to libraries.

Dovala reported that it was decided to not use Holy Cow to send a survey to a sampling of the library's service district, and instead to send a survey out in house. Dovala distributed suggested questions from the management team. There was discussion regarding the best methods to distribute the survey.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that he has been talking with Firelands Schools Superintendent Mike Von Gunten about ways the library can work with the schools. The library is going to visit the schools and give a presentation regarding library services. Interested 6th grade students will have the opportunity to be issued a digital card.

Dovala reported that Reference Specialist Sarah Schmitkons recently taught two knitting programs at the library. The programs had high attendance, and Dovala received positive feedback from the attendees. Dovala and other Lorain County Library directors recently met with their local state representatives at North Ridgeville branch library and talked about libraries and the services they provide. Dovala noted that AARP has started their very popular annual tax preparation services at the library.

Dovala reported that he asked Simplified Facilities to give him an estimate of the square footage the library would gain if they expanded out over the first section of the parking lot. Dovala noted the library would gain approximately 5,000 square feet per floor. There was some discussion regarding the type of ballot issue that might be needed to facilitate an addition.

NEW BUSINESS

Dovala invited Reference Specialist Becky Denes to speak at the meeting. Denes has recently taken over some PR duties, in addition to her regular Reference and Programming duties. Denes talked about several projects she has been working on including creating a new brochure, contracting with an artist for the development of a new logo, creating decorations for the library, investigating email distribution programs, and managing

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 11, 2019 Regular

social media accounts. Wachholz noted that Denes does a good job interacting with library patrons.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Wenger, to accept Resolution # R-19-2-4, accepting the following gifts in memory of Don Seng:

\$20.00 from Edmund Karp
\$100.00 from Susan & Richard Vignos

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL

Alexander reported that the committee met and discussed the new employees' progress, the patron surveys and the need for holding a trustee planning session. Discussion commenced regarding possible dates for a planning workshop. Several possible dates in May and June were agreed on. Dovala will email Yorks and Pinskey regarding their availability on the selected dates and will check with NEO-RLS to determine if a facilitator would be available.

The next Personnel Committee meeting was scheduled for February 26th at 10:00 a.m.

FINANCE & AUDIT

Dulmage reported that she and Wenger met with Cioffi to discuss the structure of the monthly Financial reports. They also reviewed 2019 Permanent Appropriations.

Wachholz moved to adjourn. Meeting adjourned at 6:55 p.m.

President

Attest