

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 7, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:18 p.m. Roll call: Laura Dulmage, Darcy Teets, Katie Wenger, Judy Alexander, Jake Wachholz, Jim Yorks, and Stephanie Pinskey were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

Alexander moved, seconded by Teets, to accept Resolution # R-19-1-4 accepting the meeting minutes for the November 12, 2018 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the November and December 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on year-end expenditures and carryover and revised PLF estimates for 2019. Cioffi presented an updated credit card policy that complies with recently passed House Bill 312. Cioffi explained some of the new regulations that are included and reviewed the Compliance Officer position. Yorks moved, seconded by Teets to accept Resolution # R-19-1-5, approving the Amherst Public Library Credit Card Policy and Responsibilities and Use Procedures as presented and appointing Sarah Schmitkons the library's Compliance Officer. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wachholz, to accept Resolution # R-19-1-6, accepting the November and December 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that he is waiting to hear back from the Amherst Police Department regarding Narcan kits and will follow up with them next week. Dovala reported that library participated in the Miracle on Main Street Parade and passed out candy. The book tree that was used in previous years has been retired due to age. Dovala reported that the lighting replacement project is complete with the exception of a few finishing touches. Wachholz asked why some rows of lights have been off. Dovala responded that the employees have been told not to turn the lights off, but a particular employee has been turning rows off due to migraines.

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Dovala reported that he followed up with Holy Cow regarding the survey for the library. They confirmed that the questions that the library writes for the final page could be worded in any format the library would like. Dovala was also told that the library must decide upfront if they would like to receive an interpretation of the results. The interpretation can be done via Skype for a reduced cost. There was discussion regarding setting up a meeting to go over the survey questions for the final page. A Survey Committee meeting was scheduled for Tuesday, January 8 at 6:30 p.m. All trustees are invited to attend.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library received a bequest from the estate of former trustee Marilyn A. Jenne in the amount of \$200,000 to be used for technology. Dovala would like to wait for the survey results to come back before thinking about what to spend the bequest on. Jenne will receive a gold leaf on the Endowment Tree.

NEW BUSINESS

Dovala reported that there were three employees hired. Yorks moved, seconded by Pinskey to accept Resolution # R-19-1-7 approving the following hires:

- Shelver Emma Macartney effective 12-15-2018
- Circulation Substitute Carol Valenti effective 1-8-2019
- Circulation Assistant Claudia Bunt effective 1-8-2019

All present voted in favor.

MOTION PASSED

Dovala reported that Reference Specialist Becky Denes has been assigned PR duties in addition to her current programming duties. Dovala thanked former Library Liaison Charlene Kalo for her excellent work. Dovala reported that from now on, Denes will take over attending Main Street Amherst meetings and the Friends of the Amherst Public Library meetings.

GIFTS & CORRESPONDENCE

Alexander moved, seconded by Yorks, to accept Resolution # R-19-1-8, accepting the following gifts:

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\$200,000 from the Revocable Living Trust of Marilyn A. Jenne for the purchase of new technology equipment

In memory of Bob Barnes:
\$50 from John and Mary Fair

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL- no report
The next meeting was scheduled for January 29th at 10:00 a.m.

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

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

President

Attest