

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 10, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:03 p.m. Roll call: Laura Dulmage, Darcy Teets, Judy Alexander, Katie Wenger, Jim Yorks, and Jake Wachholz were present. Stephanie Pinsky arrived later as noted. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager, and Dorene Sweet, Circulation Manager.

PUBLIC COMMENTS

Circulation Manager Dorene Sweet introduced herself as the supervisor of the library's 16 circulation and shelving staff members. Sweet gave an overview of her key duties and responsibilities including scheduling, handling lost, damaged, and overdue items, handling issues with the public and the circulation desk, running reports, assisting with maintenance of the ILS system, maintaining the library's shelves, scheduling the meeting rooms, overseeing volunteers, and participating in networking events and continuing education. Sweet commented that she has an awesome job and a great boss. Wachholz noted that the shelves always look nice. Dulmage commented that circulation staff members are always very welcoming and try to help patrons when needed. Sweet noted that she stresses the importance of customer services when she hires new staff members.

Pinsky arrived at 6:11 p.m.

Dulmage thanked Sweet for coming to the meeting. Sweet left at 6:12 p.m.

Teets moved, seconded by Wachholz, to accept Resolution # R-19-6-1 accepting the meeting minutes for the May 13, 2019 Regular meeting, the 2019 Records Commission meeting, and the 2020 Budget Hearing. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the May 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the 2020 Budget request has been submitted to the Amherst Board of Education and the Lorain County Auditor. She also reported that the library's additions to the Records Retention Schedule have been submitted to the Ohio State Archives, but have not yet been approved. Alexander asked how much the library contributes towards OPERS. Cioffi answered that the library contributes 14% of employee's salary to OPERS and employees contribute 10%. Alexander moved, seconded by Wachholz,

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 10, 2019 Regular

to accept Resolution # R-19-6-2, accepting the May 2019 financial reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala distributed new OLC membership cards to the trustees. Dovala reported that the library participated in the city's Memorial Day parade and thanked those who marched. Yorks commented that the library did a nice job in the parade.

Dovala noted that the first floor interior painting has been completed and that it looks good. He reported that the stairwell and additional brickwork upstairs will also be painted in the upcoming weeks. There was some discussion regarding the elevator and if it is possible to update or relocate it. Dovala reported that the flooring in the staff kitchen, the staff restroom and the upstairs restrooms is very worn and is scheduled to be replaced.

Dovala reported that the Girl Scouts have decided against installing the previously approved rock garden and will be doing a rock program at the library instead. The library will receive 2 blood pressure kits for free from the Lorain County Board of Health to circulate to patrons. Dovala showed the board sample logos that highlight the architecture from the original Carnegie building. The final rendering should be completed soon. Dovala distributed June and July calendars, noting that the summer reading program is off to a great start. Dovala thanked the Friends of the Amherst Public Library for providing the staff members with an appreciation luncheon.

OLD BUSINESS

Dovala reported that the library mailed 500 surveys to voters in our service district and emailed 500 surveys to current cardholders asking if they would support a levy to expand the library. The responses from the email surveys were 90% positive and the mailed surveys were 75% positive. Dovala distributed copies of the individual comments received with the survey. There was discussion regarding moving forward with asking voters to pass a bond levy for the purpose of expanding the library. Cioffi reviewed possible millage amounts for a \$5,000,000 bond based on the length of collection of the levy. She noted that the library would need to obtain bond counsel before they could proceed further.

Alexander moved, seconded by Yorks, to accept Resolution # R-19-6-3 instructing Cioffi to hire bond counsel and start the process to place a

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June 10, 2019 Regular

\$5,000,000 bond issue on the ballot on March 10, 2020. Roll call vote: Dulmage, Teets, Alexander, Wenger, Yorks, Wachholz, Pinsky, ALL AYES.
MOTION PASSED

Dovala reported that Assistant Lorain County Prosecutor Jerry Innes met with the county library directors at the last LCLAC meeting. He will be the speaker for the next countywide trustee meeting.

NEW BUSINESS

Dovala reported that long time Circulation Assistant Susan Sailer is retiring and passed around her resignation letter. Alexander moved, seconded by Wenger to accept Resolution # R-19-6-4 accepting the resignation of Susan Sailer effective July 11, 2019. All present voted in favor.

MOTION PASSED

Dovala noted that he will be out of town for the July board meeting due to a scheduled vacation. After discussion, Dulmage changed the date of the meeting from Monday, July 8th to Monday, July 22nd at 6:00 p.m.

GIFTS & CORRESPONDENCE- none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL

Alexander reported that the committee met and discussed the survey, the PR position, and the evaluation forms for the Library Administrator and Fiscal Officer. Alexander distributed copies of the current evaluation forms. She asked everyone to consider anything that might need to be revised on the forms and bring their ideas to the next board meeting.

FINANCE & AUDIT- no report

Yorks moved to adjourn. Meeting adjourned at 7:14 p.m.

President

Attest