

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

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

Teets moved, seconded by Wachholz, to accept Resolution # R-19-3-1 accepting the meeting minutes for the February 11, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

Dulmage welcomed Youth Services Manager Nancy Tomek to the meeting at 6:03 p.m. Dovala noted that each month a staff member will be coming to the meeting to give an overview of their department. Tomek gave an overview of the Youth Services department noting that it offers services for babies through teens. Items that Tomek highlighted included the after school Teen Space, Children's iPads, new interactive equipment in the Children's area, new circulating material types including Vox and Launchpads, school partnerships, the Design an Ad program, storytimes, and reference work. Tomek answered questions regarding the number of people served by her department and her departmental wish list if the library would ever expand. Tomek commented that she would like to see more display areas and more reading areas for families. Tomek also talked about an upcoming Kindergarten Readiness program, noting that she and Youth Services Specialist Lisa Stanley will be providing programming for children while parents attend the event. Tomek left the meeting at 6:15 p.m. Alexander noted that the Teen program is a positive addition to the library. Wachholz noted that Tomek is always very pleasant when he visits the Children's Department.

Fiscal Officer Cioffi reviewed the February 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the Appropriation Status report displays Permanent appropriations as approved at last month's meeting. Cioffi reviewed the options for transferring money from the General fund to the Building fund as previously discussed. Alexander moved, seconded by Wachholz, to accept Resolution # R-19-3-2, instructing the Fiscal Officer to transfer \$200,000.00 from the General Fund into the Building Fund. Roll call vote: Alexander, Dulmage, Teets, Pinsky, Wachholz, Wenger, ALL AYES.

MOTION PASSED

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

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that permission forms have been delivered to sixth grade students in Firelands School District. After the forms are returned, digital cards will be issued. Students will be able to get a regular card if a parent comes to the library and gives permission. Dovala heard back from Assistant Lorain County Prosecutor Jerry Innes' office regarding Narcan kits at the library. It was recommended to hold off at this point, but if the library chooses to move forward, Innes' office will assist in writing a policy for the library. Dovala reported that there are not any issues at this time that would necessitate getting a kit, noting the library's close proximity to the Life Care and Amherst Hospital.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Shelver Molly Pruitt and Circulation Clerk Claudia Bunt have both resigned. Inga Kummant has been hired as a Circulation Substitute. Pinsky moved, seconded by Alexander to accept Resolution # R-19-3-4, approving the hiring of Circulation Substitute Inga Kummant effective 3-6-2019. All present voted in favor.

MOTION PASSED

Dovala reported that Senator Nathan Manning and Representative Joe Miller will have a joint meet and greet at the library on March 25th from 5-6 p.m. Dovala distributed the first draft of survey questions. Dovala reported that Cioffi signed the library up for a webinar dealing with surveys on March 20th at 12:30 p.m. and anyone who is available is welcome to attend.

NEW BUSINESS

Dovala reported that a Trustee/ Management Team work session has been scheduled on June 2nd from 1-5 p.m. at the library. Toni Whitney, Executive Director of NORWELD, is scheduled to facilitate the work session.

The library is adding some makerspace equipment to the library as space allows including a button maker, a laminator, and a Cricut. The library will charge patrons for materials used on the equipment. Cioffi has obtained a vendors license in order to collect and file applicable sales tax.

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Dovala and Cioffi presented a draft Makerspace Fee Policy. Alexander moved, seconded by Wachholz to accept Resolution # R-19-3-5 approving the following Makerspace Fee Policy effective immediately:

The Library Administrator and Fiscal Officer will set the fees charged to patrons for materials used on the library's makerspace equipment. Fees will cover the library's cost of material plus applicable sales tax.

All present voted in favor.

MOTION PASSED

Dovala reported that Sherwin Williams will be coming in to give color recommendations for repainting the first floor of the library. Dovala also reported that the library will be installing new people counters that are more accurate and will differentiate between children and adults.

Dovala reported that he would like to get a new logo for the library and that so far only one artist has responded to the library's request. Dovala distributed copies of the 2018 Annual Report. The report will be published in the newspaper and put online. Dovala reported that OLC's annual Legislative Day will be held on April 9th in Columbus. Dovala, Cioffi, and Technical Services Manager Mary Geer will be attending and meeting with the library's local representatives.

PUBLIC COMMENTS-none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL

Alexander reported that the committee met and discussed the personnel changes and the survey. Alexander distributed another possible survey question for feedback. Wachholz thought the question might be too lengthy.

There was discussion regarding the estimated cost for expanding the library and how much money the library might bring in from a 1 mill levy. Pinsky moved, seconded by Wenger to Accept Resolution # R-19-3-6, requesting the county auditor to certify to the Board the total current tax valuation of the entire territory served by the Amherst Public Library and

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the dollar amount that would be generated by a 5 year, 1 mill new tax levy placed on the November 5, 2019 ballot (copy attached). All present voted in favor.

MOTION PASSED

Pinskey moved, seconded by Wenger to Accept Resolution # R-19-3-7, requesting the county auditor to certify to the Board the total current tax valuation of just the portion of territory served by the Amherst Public Library in the Amherst Exempted Village School District and the dollar amount that would be generated by a 5 year, 1 mill new tax levy placed on the November 5, 2019 ballot (copy attached). All present voted in favor.

MOTION PASSED

The next Personnel Committee meeting was scheduled for March 26th at 1:00 p.m.

FINANCE & AUDIT- no report

GIFTS & CORRESPONDENCE

Teets moved, seconded by Alexander, to accept Resolution # R-19-3-8, accepting the following gifts in memory of Loretta Capasso:

\$50.00 from Ralph and Bernadine Capasso

\$75.00 from Thomas Capasso

All present voted in favor.

Pinskey moved to adjourn. Meeting adjourned at 7:01 p.m.

President

Attest