

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 13, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:12 p.m. Roll call: Laura Dulmage, Darcy Teets, Jake Wachholz, Katie Wenger, Stephanie Pinsky, and Judy Alexander were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS

Adult Services Manager Melanie Presler arrived at 6:14 p.m. and was welcomed by Dulmage. The trustees went around the table and introduced themselves to Presler. Presler told the trustees that as the manager in charge of Adult Services, she supervises a staff of 6 and is responsible for staffing and scheduling the Reference Desk. Presler explained that her staff of Reference Specialists has duties in addition to providing reference services. Becky Denes is responsible for adult programming, Jessica Dovel purchases the Graphic Novel collection, Carol Hayward processes Interlibrary loans, and Sarah Schmitkons purchases the Adult Nonfiction collection. Presler noted that she purchases both the Adult Fiction and the Digital book collections. Presler explained that she is currently busy working on the Adult Summer Reading program. Presler gave an overview of the program and answered questions about it. Presler reported that she is interested in reaching out to and expanding programming options for senior citizens. Discussion commenced regarding ways Presler could accomplish this. Dovala noted that Presler would coordinate her efforts with Outreach Specialists Lisa Stanley and Carol Hayward, noting that the two of them are doing a great job providing outreach services to senior citizens. Dulmage thanked Presler for coming and Presler left the meeting at 6:28 p.m.

Teets moved, seconded by Alexander, to accept Resolution # R-19-5-2 accepting the meeting minutes for the April 8, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the April 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that PLF revenue for May is 20% higher than estimates. Cioffi noted that she completed her yearly continuing education requirements. Pinsky moved, seconded by Wachholz, to accept Resolution # R-19-5-3, accepting the April 2019 financial reports. All present voted in favor.

MOTION PASSED

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OLD BUSINESS/LIBRARY ADMINISTRATOR'S REPORT/ NEW BUSINESS
Library Administrator, Don Dovala reported that the first floor painting has started and looks nice so far. The painters are hoping to be finished with the project next week.

Dovala reported that Youth Services Manager Nancy Tomek and Adult Services Manager Melanie Presler will be going to talk to Firelands 6th graders about the library and issue the students digital library cards. Dovala noted that he hopes to expand the program next school year. Alexander suggested including Nord Middle School and St. Joseph School in the program, too.

Dovala reported that a reception for the Student Art School was held last week and featured a performance by Circulation Clerk Theresa DiAsio's ukulele group. The performance was well received and the group is considering holding a monthly jam session at the library.

Dovala reported that there was some talk of implementing a borrower agreement for patrons borrowing hotspots. After consideration, he has decided against it at this time. Work is progressing on a new logo design and Dovala hopes to have some drafts to look at in the next couple of weeks.

Dovala reported that he has been working with Alexander on the survey question. They put together a list of 500 email and 500 mail recipients and hope to have the survey sent out by the end of the week. Downtown Direct will be handling the printing and mailing of the survey.

Dovala continues to investigate RFID systems. Last week he visited Norwalk Library with Circulation Manager Dorene Sweet and looked at their system. Dovala hopes to be able to visit a library that runs RFID on the same ILS that we have, but has not found one at this time.

Dovala reported that the library is participating in Main Street Amherst's Wine and Chocolate Walk. The library will be passing out s'mores themed treat bags. The library will also be participating in Amherst's Memorial Day Parade. Dovala noted that some repair work has been scheduled for the damaged sections of the cornice on the roof of the Carnegie section of the building.

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Dovala gave an update on the library's progress towards the goals on the 2018-2020 Strategic Plan. Some of the goals initially put on the plan have been decided against, and the library is on track with everything else.

GIFTS & CORRESPONDENCE- none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL-no report

A meeting was scheduled for Tuesday, May 28th at 12 p.m.

FINANCE & AUDIT- no report

Wachholz moved to adjourn. Meeting adjourned at 6:48 p.m.

President

Attest