

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 11, 2019 Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Laura Dulmage, Judy Alexander, Darcy Teets, Jake Wachholz, Jim Yorks, and Katie Wenger. Stephanie Pinsky was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

### MINUTES

Wachholz moved, seconded by Alexander, to accept Resolution # R-19-11-1 accepting the meeting minutes for the October 14, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer presented Temporary Appropriations for 2020. Alexander moved, seconded by Teets, to accept Resolution # R-19-11-2, approving 2020 Temporary Appropriations from the General Fund totaling \$1,492,700.00, consisting of \$878,800.00 Salaries and Benefits, \$293,300.00 Purchased and Contracted Services, \$312,300.00 Materials & Information & Supplies, and \$8,300.00 Other Objects; \$200,000.00 from the Endowment Fund; and \$445,000.00 from the Building Fund for a grand total of \$2,137,700.00. All present voted in favor.

MOTION PASSED

Cioffi reviewed the October 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that carryover to next year should be strong. She also reported on a direct deposit issue with the library's payroll company that has since been resolved. Cioffi noted that she and Dovala filed the necessary paperwork for the bond issue at the Lorain County Board of Elections. Yorks suggested that the board should start thinking about options for the building addition. Yorks moved, seconded by Teets, to accept Resolution # R-19-11-3 accepting the October 2019 financial reports. All present voted in favor.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala distributed copies of the November calendar. He reported that the Youth Services department had a stuffed animal sleepover party that was very successful. Dovala reported that staff

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evaluations have been completed and that all staff members should have each completed 2 continuing education programs this year.

### OLD BUSINESS

Dovala reported that 220 people registered to attend the Lorain County Reads program. Dovala asked that the board approve appointing Becky Denes as PR Manager. Wachholz moved, seconded by Wenger, to accept Resolution # R-19-11-4 approving the appointment of Becky Denes as PR Manager. All present voted in favor.

MOTION PASSED

Dovala asked the board to consider purchasing shirts with the library's new logo on it for staff members, noting that they would be able to wear them at events the library participates in. Yorks moved, seconded by Alexander, to accept Resolution # R-19-11-5 approving the purchase of a shirt with the library's new logo on it for all staff members. All present voted in favor.

MOTION PASSED

Dovala reported that in investigating insurance options for building a skateboard park, it would probably cost between \$2,000- \$5,000 to insure it. He asked the board if they would like him to continue investigating building a skateboard park. There was some discussion. Dovala said he would talk with the organizers of the Vermilion skateboard park and find out more details about their project.

### NEW BUSINESS

Dovala reported that Preston Goebel has been hired as a shelver and Circulation Assistant, Chris Ellis has been appointed as a Reference Specialist. Teets moved, seconded by Yorks to accept Resolution # R-19-11-6, approving the hiring of Shelver Preston Goebel and the appointment of Reference Specialist Chris Ellis. All present voted in favor.

MOTION PASSED

Dovala reported that the library will be participating in Main Street Amherst's Miracle on Main Street parade, and all staff members are encouraged to participate. There was some discussion regarding the parade and the possibility of the Friends of the Amherst Public Library providing hot chocolate and keeping the public restrooms open for parade goers.

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Dovala asked the board if the library could host a staff holiday party this year. There was some discussion about the details and costs associated with the party. Yorks moved, seconded by Wachholz, to accept Resolution # R-19-11-7, approving expending funds for a staff holiday party hosted by the library. All present voted in favor.

MOTION PASSED

Alexander presented a new 2-year employment contract for Dovala beginning January 1, 2020. Yorks moved, seconded by Teets, to accept Resolution # R-19-11-8, approving the new employment contract for Dovala as presented. All present voted in favor.

MOTION PASSED

Alexander noted that Dulmage's term on the board is up at the end of the year. Dulmage indicated that she is willing to stay on the board for another term. Alexander moved, seconded by Wachholz to accept Resolution # R-19-11-9, instructing Dovala to ask the Amherst Exempted Village School Board to appoint Dulmage for another term as trustee beginning January 1, 2020. All present voted in favor.

MOTION PASSED

Alexander reported that the Personnel and Finance Committee met and recommend giving staff wage increases of 3% in 2020 and 2% in 2021. Yorks moved, seconded by Wachholz, to accept Resolution # R-19-11-10, granting staff, including Dovala and Cioffi, an increase of 3% and 2% respectively, effective with the first pay in the new year for 2020 and 2021, except for those under their 90 day probationary period. All present voted in favor.

MOTION PASSED

Dulmage mentioned that Wachholz was elected to Amherst City council and there might be a conflict with the current board meeting time. There was some discussion about changing the time of the board meeting for 2020. The consensus was to keep the meeting on the same day, but move the start time to 5:30 p.m. Dulmage will inquire with Pinsky to see if that time works with her schedule. The meeting time will officially be set at the 2020 Organizational meeting.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

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PERSONNEL none  
FINANCE & AUDIT none

It was mentioned that the board would need to start talking about the upcoming levy. There was some discussion. The board agreed to continue the discussion at the December meeting.

Wachholz moved to adjourn. Meeting adjourned at 7:03 p.m.

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President

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Attest