

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 14, 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, Darcy Teets, Jake Wachholz, Katie Wenger, and Stephanie Pinsky were present. Jim Yorks and Judy Alexander were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

PUBLIC COMMENTS none

MINUTES

Wachholz moved, seconded by Pinsky, to accept Resolution # R-19-10-1 accepting the meeting minutes for the September 9, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the September 2019 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that revenues and expenditures were as expected for this time of year. She also reported that the Lorain County Budget Commission sent an Official Certificate of Estimated Resources for 2020, and the Board needs to accept the amount and rate for the library's tax levy. Cioffi noted that she will file the appropriate paperwork for the bond issue with the Board of Elections after she receives the School Board's resolution later this week. Teets moved, seconded by Wenger, to accept Resolution # R-19-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Dulmage, Teets, Wachholz, Wenger, Pinsky, ALL AYES.

MOTION PASSED

Teets moved, seconded by Pinsky to accept Resolution # R-19-10-3, accepting the September 2019 financial reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala reported that Circulation Assistants Jackie Dutton and Haley Pavic have changed positions to Substitutes and Substitutes Carol Valenti and Inga Kummant have changed to Circulation Assistants. Reference Specialist Becky Denes will become the PR Manager at the beginning of next year.

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Dovala reported that Circulation Assistants Charlene Kalo and Chris Ellis recently attended Mental Health training. They found the training very informative and shared what they learned with the rest of the staff at In-Service Day.

OLD BUSINESS

Dovala reported that the A/C unit on the roof has been replaced without any issues. Dovala is still investigating insurance options for opening a skateboard park and for serving alcohol at special events.

NEW BUSINESS

Dovala reported that the library is seeing an increase in the number of complicated documents that patrons are coming to have notarized. Adult Services Manager Melanie Presler prepared a revised policy to address the documents that are beyond the level of expertise of the notaries on staff. Dovala reviewed the revised policy, noting that there are alternative locations for notary service in town that patrons will be referred to if needed. Pinsky moved, seconded by Wachholz to accept Resolution # R-19-10-4, approving the revised Notary Policy as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala reported that shelver Christopher Wehner has been on staff for 15 years and because minimum wage has kept increasing, he is paid well below the midpoint salary for Shelves. In order to raise his salary up closer to the midpoint, Dovala is giving him a 10.5% raise. Dulmage asked the trustees to sign a card she brought to thank him for his good work at the library.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Wenger, to accept Resolution # R-19-10-5, accepting the following gift:

\$3,000.00 for library programming and book club books from the Friends of the Amherst Public Library

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS BUILDINGS & GROUNDS

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Wachholz commented that he noticed the bushes have been trimmed, and they look nice. Dovala noted that there is a light out in the parking lot. Because the light takes a special bulb, replacements are difficult to obtain, but it should be fixed soon.

PERSONNEL

Dulmage reported that the committee met and discussed making adjustments to the salary chart for 2020. Teets presented the proposed 2020 Salary Chart. He noted that minimum wage keeps going up and recommended adjusting the wages for the Shelver and Assistant positions to remain competitive with other libraries. Teets moved, seconded by Wachholz, to accept Resolution # R-19-10-6, approving the presented 2020 Salary Chart (copy attached) effective 12-1-2019 and increasing the wage of all Assistants proportionately by 10.5%. All present voted in favor.

MOTION PASSED

Teets moved, seconded by Pinskey, to accept Resolution # R-19-10-7, to include health insurance coverage for Cioffi's child as part of her contract for 2020. All present voted in favor.

MOTION PASSED

FINANCE & AUDIT

Cioffi noted that she will email the committee regarding Temporary Appropriations for 2020.

Wachholz moved to adjourn. Meeting adjourned at 6:27 p.m.

President

Attest