

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 9, 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, Katie Wenger, Jake Wachholz, Darcy Teets, Judy Alexander, and Stephanie Pinsky were present. Jim Yorks arrived just after roll call. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager. Staff members Janet Overmyer and Mary Geer were present from the public.

PUBLIC COMMENTS

Janet Overmyer and Mary Geer did not comment other than to say they were just attending the meeting to observe.

MINUTES

Alexander moved, seconded by Pinsky, to accept Resolution # R-19-9-1 accepting the meeting minutes for the August 12, 2019 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the August 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. Cioffi reported that she went with Dovala and delivered the library's bond resolutions to the Amherst Board of Education. The Board of Education is scheduled to vote on the issue at their meeting on September 23. Because it is sometimes necessary for Dovala to attend business meetings that take place over lunch, Cioffi presented a proposed business meeting meal reimbursement policy. Discussion commenced. Dovala agreed to report on any meetings he attends over lunch in his monthly report. Alexander moved, seconded by Wenger to accept Resolution # R-19-9-2, approving the Business Meeting Reimbursement Policy as presented (copy attached). All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Teets, to accept Resolution # R-19-9-3, accepting the August 2019 financial reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala reported that the Lorain County Library Administrative Council met at the library on September 5th and discussed the upcoming Lorain County Reads Event. Dovala thanked staff

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members Vicki Turner and Jessica Dovel for doing a great job representing the library at the Lorain County Fair. Dovala reported that 2 staff members applied for the new PR Manager position and that interviews will be held next week. Dovala noted that the letters on the sign in front of the library have been painted.

Dovala noted that at the last meeting, the skate board policy was discussed but not voted on. Yorks moved, seconded by Alexander to accept Resolution # R-19-9-4, approving the following Skateboarding Policy: "Skateboarding is not permitted on the grounds of the Amherst Public Library." All present voted in favor.

MOTION PASSED

Dovala announced that the backpacks are now in circulation and commended the Technical Services Department on their good work getting them ready. Dovala reported that one of the air conditioning units on the roof is being replaced. Dovala is investigating how to get a one day liquor license for some events like Main Street's Wine & Chocolate Walk. Some discussion followed. Dovala reported that the library will soon be circulating a karaoke machine and student driving parking kits. Dovala reported that after further investigation, having a skateboard park on the library's property may not be possible due to difficulties with obtaining insurance. Other ideas for the property will be investigated.

OLD BUSINESS

Dovala reported that he had a meeting with Representative Joe Miller regarding the library's hopes to expand. Dovala has several other information sharing meetings set up throughout the community. There was some discussion regarding the meetings and talking points. Dovala noted that he will attend the School Board meeting on September 23. Dovala distributed copies of the library's September Events Calendar. He also noted that 100 JVS students are visiting the library tomorrow to learn about our digital resources.

NEW BUSINESS- none

GIFTS & CORRESPONDENCE- none

COMMITTEE REPORTS
BUILDINGS & GROUNDS

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Yorks asked if there were any plans to replace the carpet in the stairwell. Dovala responded that he will look into the costs for that. There was some discussion regarding the carpet.

PERSONNEL

Alexander reported that the committee met and discussed evaluations, Staff In-Service Day, and adding a PR manager position. Alexander distributed Library Administrator and Fiscal Officer evaluation forms to the trustees to complete and bring to the next Board meeting.

FINANCE & AUDIT

No report. The committee would like to hold an executive session to discuss 2020 salaries.

Dulmage thanked Geer and Overmyer for attending the meeting. Geer and Overmyer commented that they found the meeting very interesting and left the meeting at 6:46 p.m.

Yorks moved, seconded by Wachholz, to accept Resolution # R-19-9-5, to go into executive session at 6:47 p.m. to discuss employee salaries. All present voted in favor.

MOTION PASSED

The Board exited from executive session at 7:00 p.m. by motion from Yorks, seconded by Teets. All present voted in favor.

MOTION PASSED

The next Personnel Committee meeting was scheduled for September 23 at 10:00 a.m.

Yorks moved to adjourn. Meeting adjourned at 7:10 p.m.

President

Attest