

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 13, 2020 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, and Jim Yorks were present. Katie Wenger arrived later as noted. Stephanie Pinsky was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager. Janet Overmyer was present from the public.

### MINUTES

Alexander moved, seconded by Yorks, to accept Resolution # R-20-1-1 accepting the meeting minutes for the December 9, 2019 Regular meeting and 2020 Organizational meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the December financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on the year's expenses and revenues, year-end carryover, and the Amended Certificate of Estimated Resources from the County Auditor. Cioffi asked the board to approve amending the library's credit card policy to include the PR Manager on the list of employees a credit card may be issued to. Yorks moved, seconded by Wachholz, to accept Resolution # R-20-1-2 approving adding the PR Manager to the list of employees a credit card may be issued to. All present voted in favor.

MOTION PASSED

Teets moved, seconded by Yorks, to accept Resolution # R-20-1-3 accepting the December 2019 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the repairs in the downstairs staff restroom are complete, including the floor and painting.

### NEW BUSINESS

Dovala reported PR Manager Becky Denes attended the Amherst MOPS meeting to talk about the bond issue. Feedback from the meeting indicated that the community would like the library to have a larger children's area. Wachholz commented that it is important to make people aware that the issue will be voted on by the entire Amherst Exempted Village School District. Denes and Dovala are scheduled to share information about the bond issue with the Amherst PTO on February 7<sup>th</sup>

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and the Amherst Democratic Club on February 17<sup>th</sup>. Dovala is also scheduled to meet with the mayor to discuss the issue. Dovala reported that the library met with Jason Hawk of the *Lorain County Community Guide/ Chronicle Telegram* to talk about the bond issue, and an article has already been published in the *Chronicle Telegram*. Hawk indicated that the area newspapers will contact us directly to ask questions about the bond issue. Alexander reported that she has compiled a list of Lorain Council members and other local people we should talk to, including Amherst Township Trustees.

Wenger arrived at 6:10 p.m.

Dovala reported that Circulation Assistance Charlene Kalo received 3 separate comments in one week complementing her on her friendliness. Dovala thanked Technical Services Manager Mary Geer and Technical Services Assistant Janet Overmyer for doing a great job cataloging the new, unique items the library has been adding to the collection. Alexander asked if everything has circulated yet. Dovala replied that everything has not and that Denes will be creating a display to highlight the new items.

GIFTS & CORRESPONDENCE none

### PUBLIC COMMENTS

Janet Overmyer asked if she is able to ask questions throughout the meeting or if she needs to wait for the Public Comments portion of the agenda to speak. Dulmage replied that it would be fine if she asked questions during the meeting as they came up.

### COMMITTEE REPORTS

#### BUILDINGS & GROUNDS

Yorks reported that he was recently at the Planning Commission meeting for the city of Elyria. During the meeting, the designs for the new Elyria Library were presented and were not approved. Yorks stressed the importance of an architect understanding a city's design guidelines throughout the design process.

### PERSONNEL

The committee did not meet but scheduled a meeting for Tuesday, January 28<sup>th</sup> at 10:00 a.m.

FINANCE & AUDIT none

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Dulmage reminded everyone that a Levy committee meeting is scheduled for Sunday, January 19<sup>th</sup> at 11:00 a.m. at the library.

Wachholz moved to adjourn. Meeting adjourned at 6:23 p.m.

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President

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Attest