

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 10, 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, Darcy Teets, Katie Wenger, Judy Alexander, Jake Wachholz, and Stephanie Pinskey were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager. Janet Overmyer was present from the public.

MINUTES

Teets moved, seconded by Wenger, to accept Resolution # R-20-2-1 accepting the meeting minutes for the January 13, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the January financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation) noting that the figures display temporary appropriations and permanent appropriations will need to be approved at next month's meeting. Cioffi reported that the 2019 Financial reports have been filed with the Auditor of State. She also reported that she has been contacted by the IPA firm doing the library's audit, and the library has been approved for an Agreed Upon Procedures audit for 2018 and 2019. Alexander moved, seconded by Wachholz, to accept Resolution # R-20-2-2 accepting the January 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the staff restroom had another issue with clogging. It was discovered that the problem is located in the pipe under the floor of Dovala's office. Dovala has a meeting with the plumbers tomorrow. Since in the future, the restroom or office may be relocated, Dovala may wait to address the issue until after we get the results of the bond issue.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that Abigail Andino has been hired to work at the circulation desk. Wachholz moved, seconded by Teets, to accept Resolution # R-20-2-3 approving the hiring of Circulation Clerk Abigail Andino. All present voted in favor.

MOTION PASSED

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February 10, 2020 Regular

Dovala thanked Technical Services Specialist Janet Overmyer and Technical Services Manager Mary Geer for their work cleaning out the downstairs storage closet.

NEW BUSINESS

Dovala reported that AARP Tax-Aide has started, noting that the service is very popular, and the AARP volunteers do a great job. Dovala reported that the library has been notified that it is one of many organizations named in the will of Valerie Gerstenberger. Our legal council, Assistant County Prosecutor Jerry Innes, is currently investigating the details and has filed a response on our behalf requesting additional information. Discussion commenced regarding the details of the will.

Dovala reported that the staff holiday party that was approved by the board last year has been postponed until after the election. Dovala noted that since the party was approved for last year, it would need to be reapproved in order to hold it this year. Dovala suggested that instead of having a separate resolution each year, the board approve hosting an annual staff appreciation party. Alexander moved, seconded by Wenger to accept Resolution # R-20-2-4 approving expending funds annually for a staff appreciation party hosted by the library. All present voted in favor.

MOTION PASSED

Dovala reported that the library will be adding memory kits for older adults to the collection and is investigating using the kits for programing at area nursing homes. There was some discussion regarding the memory kits. Dovala reported that he is looking at different cleaning service options for the library, including hiring an in-house employee. There was some discussion regarding the fluctuation in the quality of the cleaning throughout the years. Dovala reported that he was approached by the pastor of Amherst United Methodist Church indicating a possible interest in purchasing the land owned by the library across the street. He did not have a proposal, but Dovala wanted to pass on the information.

Dovala reported that the Lorain County Library Administrators group will be holding a trustee gathering at Henry's Barn in Oberlin on March 26th at 6:00 p.m. Jerry Innes will be the speaker. Dovala will email everyone with more details when they becoming available. Dovala noted that Ease at Work will be coming to speak to the staff about their services at the March staff meeting.

Dovala distributed the February calendar and an updated staff directory.

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GIFTS & CORRESPONDENCE

Wachholz moved, second by Pinskey to accept Resolution # R-20-2-5, to accept the following gift:

\$120.00 from the Amherst Police Department in memory of James Russell Turner

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Janet Overmyer asked if the memory kits were going to be available for the public to check out. Dovala answered that they would and that they would be a similar item to the backpacks already circulating. Dovala noted that there is a display up highlighting some of the library's non-traditional items and that one set of parking cone sets has been checked out.

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL

Alexander reported that the committee met and discussed the personnel changes and some changes in the PR manager duties. The committee did not schedule a meeting for next month.

FINANCE & AUDIT none

Wachholz moved to adjourn. Meeting adjourned at 6:32 p.m.

President

Attest