

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 9, 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: Judy Alexander, Laura Dulmage, Darcy Teets, Stephanie Pinsky, Katie Wenger, and Jake Wachholz. 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-20-3-1 accepting the meeting minutes for the February 10, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the February financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the financial audit for the years 2018 and 2019 has still not started, due to the fact that the Auditor of State's office has not released the audit shells for those years, yet. Cioffi presented 2020 Permanent Appropriations.

Alexander moved, seconded by Pinsky, to accept Resolution # R-20-3-2, approving 2020 Permanent Appropriations totaling \$2,880,600.00 distributed as follows: \$1,680,600.00 from the General Fund, consisting of \$930,800.00 in Salaries and Benefits; \$296,300.00 in Purchased and Contracted Services; \$320,000.00 in Library Materials and Information and Supplies; \$8,500.00 in Other Objects; \$100,000.00 in Transfers Out; and \$25,000 in Contingency; \$300,000.00 from the Endowment Special Revenue Fund; and \$900,000.00 from the Building Fund. Roll Call vote: Alexander, Dulmage, Teets, Pinsky, Wenger, Wachholz, ALL AYES.

MOTION PASSED

Teets moved, seconded by Wachholz, to accept Resolution # R-20-3-3 accepting the February 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the Lorain County Libraries' Trustee Night will be held on March 26th and 6:00 p.m. at Henry's Barn in Oberlin. Assistant Lorain County Prosecutor Jerry Innes and Dave Kovel from the Lorain County Health Department will give presentations. Dovala reported that the plumbing issue with the staff

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restroom is located in the pipe under the floor of Dovala's office and stretches all the way out to the street. The repair will cost over \$16,000 to fix, but is necessary because that pipe ties in with the plumbing in the older part of the library. Dovala is working on getting the repair scheduled.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that there will be a county legislative breakfast with Representatives Joe Miller and Gayle Manning, and Senator Nathan Manning on March 13 at Lorain Public Library System's North Ridgeville Branch. Everyone is welcome to attend the breakfast. OLC will be holding their annual Legislative Day in Columbus on April 21. Dovala and Public Relations Manager Becky Denes are planning to attend.

Dovala reported that the library has completed and turned in the 2019 annual report to the State Library. Dovala reported that the library is having a staff meeting tomorrow morning. Ease at Work, the library's employee assistance provider, will be giving a presentation about the services they provide. Dovala reported that automatic renewals will be available after we upgrade to the newest version of TLC, our ILS system. Dovala noted that Cioffi has put us on the waiting list for having the upgrade done. She has installed the newer version of the circulation program on all of the computers so that staff can get familiar with it before the upgrade. Dovala thanked Circulation Assistant Carol Valenti for having a great attitude and willingness to learn the new program.

NEW BUSINESS

Dovala reported that he attended the Public Library Association Conference last month along with Adult Services Manager Melanie Presler and Youth Services Manager Nancy Tomek. Dovala noted that they attended lots of good sessions and were able to look at new products in the exhibit hall. The library will be purchasing a few of the items seen at the conference, including a photo kiosk and a light wall. The library will also be demoing an accessible tablet table computer over the summer. The computer is geared for use by people with special needs. Dovala noted that Cioffi separated out the funds from the Jenne Technology bequest in permanent appropriations. If the bond issue passes, those funds could be used for funding a technology area in the expanded building. If it doesn't pass, they can be spent this year for some of the items seen at the conference.

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Dulmage reported that she does not have much additional information regarding the Gersenberger Trust. Out of 22 defendants, 11 requested additional information. It is still unknown how much money is involved. Pinsky shared her legal expertise regarding trusts and intention. Dulmage asked if the library has received any guidance on what to do in regards to the coronavirus and materials being checked out. Dovala replied that we should find out more information at the Trustee Night.

GIFTS & CORRESPONDENCE

Wachholz moved, second by Pinsky to accept Resolution # R-20-3-4, to accept the following gift:

\$500.00 from and Anonymous donor to be used for Book Club books.

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none.

FINANCE & AUDIT none

Wachholz moved to adjourn. Meeting adjourned at 6:34 p.m.

President

Attest