

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 11, 2020

Meeting held at the library and virtually via Zoom

President Laura Dulmage called to order the regular of the Amherst Public Library Board of Trustees at 6:15 p.m. Roll call: Judy Alexander via Zoom, Darcy Teets via Zoom, Laura Dulmage via Zoom, Stephanie Pinskey via Zoom, Katie Wenger, and Jake Wachholz via Zoom were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, via Zoom and Kristin Cioffi, Fiscal Officer/ Technology Manager. Bill Strohm was present via Zoom from the public.

MINUTES

Teets moved, seconded by Alexander, to accept Resolution # R-20-5-2 accepting the meeting minutes for the March 9, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the March and April financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed the audit process and reported that the AUP audit for 2018-2019 has been completed, approved, and released by the Auditor of State. Cioffi also reviewed expected revenue decreases due to the COVID-19 pandemic. Cioffi reported that she had a meeting with the Amherst School Treasurer, Bond Council, and the Bond Underwriter and reviewed the timeline and requirements for issuing the bonds to fund the library's addition. Alexander moved, seconded by Wenger, to accept Resolution # R-20-5-3 accepting the March and April 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that there was a leak on the roof. After a couple of attempts at repair, the leak seems to be fixed. Dovala reported that plumbers have started the repair of the pipe under the floor of his office. The work should be completed in about a week.

LIBRARY ADMINISTRATORS REPORT

Dovala reported on the phases that will be used to open the library. The library is currently in Phase 1 with staff in the building checking in books and preparing for curbside delivery. Books that are returned are quarantined for 72 hours before they are checked in. Staff members have been following all of the required health guidelines and are comfortable with them. Phase 2 will start next week, during which patrons will be able

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to place holds and pick them up curbside when they are ready. Curbside notary, fax, and print service may also be offered. Dovala reported that since the library already has two staff members that provide outreach services, in the future, the library may look to offer material delivery to non-homebound patrons. Dovala talked to the Lorain County Health department regarding delivery service, and they thought it was a great idea. Dovala noted that after curbside pick-up, the next step towards opening the library is to allow the public into the building. How that phase will work is still in the planning stages. Wachholz commented that he appreciates Dovala's good leadership through the health crisis.

NEW BUSINESS

Dovala presented resolutions covering staff compensation and facial coverings in the library.

Wachholz moved, second by Pinsky to accept Resolution # R-20-5-4, stating that effective March 15, 2020, when the library was closed due to COVID-19 health concerns, until the first phase of reopening as determined by the Library Administrator, library employees will be compensated for 100 percent of their regularly scheduled hours. Library employees are expected to complete continuing education coursework or other duties as assigned from home while the library is closed. All present voted in favor.

MOTION PASSED

Alexander moved, second by Wachholz to accept Resolution # R-20-5-5, stating that effective the date of the first phase of library reopening as determined by the Library Administrator, library employees will be compensated for 100 percent of their regularly scheduled hours, but only be required to work a set percentage of those hours. The percentage will be set by the Library Administrator and may be adjusted as necessary to meet the staffing needs of the library. Employees that are unable to work the required percentage of hours are permitted to use their accrued paid time off. All present voted in favor.

MOTION PASSED

Wachholz moved, second by Wenger to accept Resolution # R-20-5-6, requiring all persons entering the library to wear facemasks, effective the date of reopening the library to the public as determined by the Library Administrator. If a person does not have a facemask with them, one will be provided. All present voted in favor.

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Wachholz left the meeting at 6:49 p.m.

There was discussion regarding allowing kids in the library, purchasing additional hotspots, possibly purchasing iPads or Chromebooks for circulation, and the results of a patron survey sent out by PR Manager Becky Denes. Dovala thanked the management team for their work during the closure. He noted that Lisa Stanley, Nancy Tomek and Jake Wachholz did a great job filming digital storytimes.

Dovala reported that since the bond issue passed, the next step is to hire a design professional and a construction manager for the expansion project. The RFP and RFQ process required is very complex, so Dovala would like to hire an attorney that specializes in the process to work with the library. Alexander moved, seconded by Pinskey, to accept Resolution # R-20-5-7, giving the Library Administrator and Fiscal Officer the authority to hire a construction attorney and begin the RFP/RFQ process. All present voted in favor.

MOTION PASSED

Teets asked if Yorks should be included on the process. Dovala replied that he will phone him tomorrow and fill him in on everything. Dovala reported that the library has been obtaining the necessary PPE for reopening the library and has installed plexiglass at the circulation and reference desks. Dovala thanked the library's cleaning company for getting 2 wall mount hand sanitizer stations for the library. Dovala noted that all staff members were given a safety procedure to review and sign.

Dulmage noted that she was disappointed that we were unable to celebrate the passage of the bond. Levy committee treasurer Bill Strohm reported on the money left over in the levy account.

GIFTS & CORRESPONDENCE

Dovala noted that there was a letter of thanks in the Board mailbox from staff member Theresa DiAsio.

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

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PERSONNEL

The personnel committee met and discussed the resolutions covered earlier in the meeting.

FINANCE & AUDIT none

Alexander asked if the library still wants the Friends to hold the July shredding event. Dovala replied that he thought it would still be ok to hold the event. Since the book sale is canceled, the library will not be accepting book donations at this time.

Wenger wished Alexander a Happy Birthday!

Teets moved to adjourn. Meeting adjourned at 7:08 p.m.

President

Attest