

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 13, 2020

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Judy Alexander, Katie Wenger, and Jake Wachholz were present. Stephanie Pinsky, Darcy Teets, and Jim Yorks were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

MINUTES

Alexander moved, seconded by Wachholz, to accept Resolution # R-20-7-1 accepting the meeting minutes for the June 8, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the resolution requesting the Amherst Exempted Village School District to issue \$5,000,000 of library improvement bonds. Wachholz moved, seconded by Wenger, to accept Resolution # R-20-7-2 requesting the Amherst Exempted Village School District to issue \$5,000,000 of library improvement bonds. Roll call vote: Dulmage, Alexander, Wenger, Wachholz, ALL AYES.

MOTION PASSED

Cioffi reviewed the June 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation) and reported on updated PLF revenue projections. Alexander moved, seconded by Wachholz, to accept Resolution # R-20-7-3 accepting the June 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the rooftop A/C unit for the second floor has been replaced. Dovala reported that the evaluation committee for the library's addition met with Laura Bowman from Bricker and Eckler and discussed the architect and CMR selection process. Dovala and Jim Yorks were tasked with reviewing all of the necessary paperwork for the process. Dovala and Yorks met with Bowman regarding the architect RFQ paperwork and are currently finalizing it. If everything remains on schedule, the committee should be able to select an architect by the middle of August. The CMR selection will follow a couple of weeks later. Dulmage noted that she recently visited the Middleburg Heights branch of Cuyahoga County Public Library and liked its open design plan.

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LIBRARY ADMINISTRATORS REPORT

Dovala reported that the library opened to the public on July 6 and everything has been going well. All library visitors are required to wear masks. Curbside pickup of materials is still an option. Since computer usage has not been overwhelming, appointments are no longer required. The library will be mailing out a postcard advertisement to the service district to let people know that the library is open.

NEW BUSINESS

Dovala reported that Circulation Assistant Margaret Ridenour has resigned. The library is currently looking to hire a Circulation Assistant and a Circulation Substitute. The library is currently closed on Sundays. Dovala recommended not opening on Sundays in the fall, but revisiting the issue if it becomes needed. The board agreed. Dovala reported that since programming typically brings lots of people into the library, statistics will remain lower for a while. Wachholz asked if it would be possible to see user statistics as well as usage statistics. Dovala responded that he will look into it. Alexander noted that she doesn't see the current environment changing for a couple of years. Dulmage commented that the library was fortunate with the timing of the bond issue. Dovala reported that he is still looking at implementing RFID with the new addition. He noted that now would be a good time for staff to put tags on items, while the library is slow.

GIFTS & CORRESPONDENCE

Dovala reported that the library received a nice email from William Eltrich thanking the Friends of the Amherst Public Library for holding the Community Shredding Day. Alexander noted that the Scouts did a terrific job helping with the event. Wachholz moved, seconded by Wenger to accept Resolution # R-20-7-4, accepting the following gifts:

- \$25.00 from Julie Mannarelli
- \$10.00 from Anna Bianco for the purchase of Grandma Kisses by Laura Neutzling in memory of Norma J. Park

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

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BUILDINGS & GROUNDS none

PERSONNEL

Alexander reported that the committee met and discussed items already covered by Dovala.

FINANCE & AUDIT none

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

President

Attest