

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 8, 2020  
Meeting held virtually via Zoom

Vice President Darcy Teets called to order the regular virtual meeting of the Amherst Public Library Board of Trustees at 6:11 p.m. Roll call: Jake Wachholz, Judy Alexander, Darcy Teets, and Stephanie Pinskey were present. Laura Dulmage, Katie Wenger, 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-20-6-1 accepting the meeting minutes for the 2021 Budget Hearing, the May 11, 2020 Records Commission meeting, and the May 11, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the May financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the 2021 Budget Request has been filed. Cioffi reviewed the year to date PLF revenue figures. She also gave an update on the bond issuance timeline and process. Wachholz moved, seconded by Pinskey, to accept Resolution # R-20-6-2 accepting the May 2020 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the plumbing repair has been completed. The plumbers discovered they did not need to replace the pipe all the way to the street, so the work was contained to under the floor in Dovala's office. Curbside pick-up of materials has started and is going well. Currently, reference staff members deliver the materials to patrons' vehicles. This week, patrons are able to make an appointment to use the library for computers, fax, and notary services. Dovala gave an overview of how each process works.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported that the legal firm Bricker and Eckler has been hired to provide legal services in regards to retaining an architect and a construction manager for the addition. Dovala noted that he and Cioffi have attended several trainings about different construction project delivery methods, and Construction Manager at Risk seems to be the best fit for our project. Dovala reported that Bricker and Eckler will prepare

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and offer advice regarding RFPs, RFQs, and contracts. The library will need to form an evaluation committee to actually select the architect and the CMR. The consensus was that Dovala, Cioffi, Yorks, Wachholz, and Teets will serve on the evaluation committee, and Building Facilitator Mike Sherrill will be asked to participate in an advisory capacity. Don will send Bricker and Eckler the committee information tomorrow and see what the next step in the process is. Dovala reported that the architect will be procured first, closely followed by the CMR.

Dovala reported that the library has been offering virtual programming. Last week, a virtual origami program was held and was popular. Teets asked when the library will be open to the public. Dovala noted that even though some larger libraries are opening soon, he does not have a date set yet and was thinking early July. Dovala reported that the library will probably remove the chairs in the building and start with allowing quick browsing. He noted there has not been many inquiries at this point in regards to when the library will be open to the public.

Alexander asked about possibly adding additional databases to the collection. She also commented that it would be beneficial to send out paper literature to our service district regarding our services. Wachholz agreed.

### NEW BUSINESS

Alexander commented that the Board of Trustees appreciates the work of the Levy Committee. Special thanks was given to committee co-chairs Dave Taylor and Howard Dulmage.

### GIFTS & CORRESPONDENCE none

### PUBLIC COMMENTS none

### COMMITTEE REPORTS

BUILDINGS & GROUNDS none

### PERSONNEL none

The committee scheduled a meeting for June 30 at 10:00 a.m.

### FINANCE & AUDIT none

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Alexander moved to adjourn. Meeting adjourned at 6:35 p.m.

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President

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Attest