

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 10, 2020

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:05 p.m. Roll call: Jim Yorks, Laura Dulmage, Judy Alexander, Katie Wenger, Darcy Teets, Stephanie Pinsky, and Jake Wachholz were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

### MINUTES

Alexander moved, seconded by Teets, to accept Resolution # R-20-8-1 accepting the meeting minutes for the July 13, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the July 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on expense and revenue percentages, updated revenue projections, and CARES act funding available to libraries. Cioffi also reported that Ohio Deferred Compensation is adding a Roth option to their 457 plan. Yorks moved, seconded by Wachholz, to accept Resolution # R-20-8-2, authorizing Cioffi to execute the employer agreement to add the Roth 457 option for library employees in Ohio Deferred Compensation. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Pinsky, to accept Resolution # R-20-8-3 accepting the July 2020 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported the library mailed out postcards to the service district two weeks ago advertising the library's services, but they still have not been delivered. Dovala reported that library usage is down about 50% since we are not offering the typical summer programming that brings people into the library. Other area libraries are seeing similar usage percentages. According to Dovala, curbside services have been steady.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported we are one of only a few libraries back to being open for browsing during their regular hours. He is not concerned with decreased

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usage, noting people will come back when they feel comfortable. Dovala reported that based on the results of Battelle's latest round of COVID-19 testing, materials are being quarantined for 4 days before being checked in. Alexander noted that the results of the testing were very interesting.

Dovala reported that the library continues to look at different ways to offer patron services and conduct staff training. He noted that PR Manager Becky Denes has started making videos for patrons and staff.

### NEW BUSINESS

Dovala reported that the library received 8 Statements of Qualifications from Architecture firms. The selection committee will meet and review the submissions and schedule interviews with their top selections. Yorks reviewed the process for interviewing and selecting the architect and the CMR. Yorks reported that Dovala has been talking with other library directors regarding their library construction projects, and they all recommend hiring an Owners Rep. Yorks gave an overview of what an Owners Rep does and why it would be advantageous for the library to hire one. Dovala reported that he and Cioffi interviewed an Owners Rep that was recommended by several area libraries. There was discussion regarding the Owners Rep and the specific services he would provide.

Alexander moved, seconded by Wachholz, to accept Resolution # R-20-8-4, authorizing Dovala and the selection committee to evaluate and hire an Owners Rep for the addition project. Roll call vote: Yorks, Alexander, Dulmage, Wenger, Teets, Wachholz, Pinskey, ALL AYES.

MOTION PASSED

Wachholz moved, seconded by Teets, to accept Resolution # R-20-8-5, giving either the Library Administrator or the Fiscal Officer the authority to sign contracts on behalf of the library as they relate to the library's addition project. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wenger, to accept Resolution # R-20-8-6, approving the hiring of Shelver Dawson Raines, effective August 5, 2020. All present voted in favor.

MOTION PASSED

Dovala reported that as the library weeds the collection, discarded materials are first offered to the schools. Any materials not needed by the schools are being put out for kids to take as needed. Dovala reported that

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the library ordered 11 additional hotspots to help with providing internet access to students in need in the community.

Dovala reported that the memorial tree in front of the Spring Street entrance is dead and will be removed. Dovala will reach out to the family regarding the selection of a replacement. Yorks commented that he would like to investigate the possible of adding a generator and installing new building mechanical systems as part of the addition project. Pinsky asked if there has been any discussion regarding live streaming tutoring sessions once school is back in session. Dovala replied that Youth Services Manager Nancy Tomek has been in contact with the schools regarding what services they need and how the library can best assist them. Yorks noted that the attorneys at Bricker and Eckler have been doing a great job with assisting the library in hiring an Architect and CMR.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Pinsky to accept Resolution # R-20-8-7, accepting \$25.00 from Julie Mannarelli. 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 6:51 p.m.

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President

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Attest