

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 14, 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: Darcy Teets, Jake Wachholz, Jim Yorks, Laura Dulmage, Judy Alexander, and Stephanie Pinsky via Zoom were present. Katie Wenger arrived later as noted. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

MINUTES

Teets moved, seconded by Yorks, to accept Resolution # R-20-9-1 accepting the meeting minutes for the August 10, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

Wenger arrived at 6:02 p.m.

FISCAL OFFICERS REPORT

Cioffi reviewed the August 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on expense and revenue percentages and giving an update on the bond process. Cioffi reported that the library was approved to receive \$25,000.00 in Coronavirus CARES Act funding, but before the funds can be used, the Board needs to approve the creation of the Coronavirus Relief Fund and approve appropriations from that fund. Cioffi noted that she already requested and received an Amended Certificate of Estimated Resources from the Lorain County Auditor reflecting the additional revenue from both the CARES Act and the proceeds from the sales of bonds. Cioffi reported that the monies in Coronavirus Relief Fund can be applied towards previous expenditures. Once appropriations are approved, Cioffi will reallocate previous expenditures that are eligible to the new fund. Yorks moved, seconded by Alexander, to accept Resolution # R-20-9-2, approving the creation of Coronavirus Relief Fund #2801 effective August 27, 2020. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by Wachholz, to accept Resolution # R-20-9-3, approving Appropriations of \$25,000.00 from the Coronavirus Relief Fund. Roll call vote: Teets, Wachholz, Yorks, Dulmage, Alexander, Pinsky, Wenger, ALL AYES.

MOTION PASSED

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Wachholz moved, seconded by Teets, to accept Resolution # R-20-9-4 accepting the August 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that Roger Riachi of RFC Contracting was hired as the Owner's Representative for the addition project. Riachi helped with interviewing architects and will also be assisting with the CMR selection process. Four architecture firms were interviewed by the selection committee on September 8. HBM was rated as the committee's top choice. The next step is to negotiate a contract with HBM. If contract terms cannot be agreed on, the library will move to the 2nd rated firm. Dovala and Cioffi reviewed a resolution prepared by Bricker and Eckler for selecting the architect and authorizing agreement negotiation and authorizing the CMR selection process. Yorks moved, seconded by Wachholz, to accept Resolution # R-20-9-5, approving selecting the architect and authorizing agreement negotiation and authorizing the CMR selection process (copy attached). Roll call vote: Alexander, Yorks, Teets, Wenger, Dulmage, Wachholz, Pinskey, ALL AYES.

MOTION PASSED

NEW BUSINESS

Dovala reported that the CMR selection process has started and over 20 firms have requested an RFQ. Firms were able to schedule a walk-through of the library today, and 8 firms participated. Dovala reported that the library's current Strategic Plan will expire at the end of the year. Dovala emailed everyone a draft of the new 3-year Strategic Plan prepared by the Management Team and asked if there were any questions about it. There were questions about how automatic renewal works and how patrons will know when their items are due back. Dovala replied that items will be automatically renewed for 3 times and patrons will receive an email when items are renewed. Dovala reported that currently a staff member calls patrons that have items overdue and that will continue when automatic renewals start. Dovala noted that the library likes to have personal contact with patrons before overdue notices are mailed or emailed. There were questions regarding TAPit and RFID. Dovala explained both technologies. Dovala noted that RFID will allow staff to be better able to assist patrons, noting that currently staff spend a lot of time doing work that will no longer be need with RFID. For instance, currently, all of the DVDs are kept behind the circulation desk and a staff member has to retrieve the DVD each time one is checked out, and all returned items need to be checked

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in twice. RFID will eliminate the need for these procedures. Alexander complimented the strategic plan, but noted that the plan should include a section regarding the fiscal condition of the library. Dovala noted he will add a fiscal component to the strategic plan for the next meeting.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that staff members are doing a good job adjusting to the many changes happening and adapting programing to fit the needs of the community. At this point, the library is planning to participate in Main Street Amherst's Christmas Parade and Youth Services Manager Nancy Tomek is brainstorming ways to pass out candy for Halloween. Dovala reported that the library is typically closed on Columbus Day for Staff Development training. Staff will not be able to participate in training this year because of the Coronavirus, but the library will still be closed in order to complete an upgrade to the library's ILS computer system. Dovala suggested compensating employees for the closure in accordance with the current holiday pay policy. Alexander moved, seconded by Wachholz, to accept Resolution # R-20-9-6, approving the closing the library on Columbus Day and compensating staff in accordance with the current holiday pay policy. All present voted in favor.

MOTION PASSED

Dovala reported that Reference Specialist Chris Ellis resigned. The library is not in a rush to hire a replacement and will initially fill his hours internally. Dovala reported that former staff member Quincy Stone has been hired for the circulation desk. In addition to her circulation position, Quincy will be completing a total inventory of the library as part of an unpaid internship for her college. Dovala noted that the inventory will be very helpful, since usually it takes 4 years to complete an inventory of the library. Alexander moved, seconded by Teets, to accept Resolution # R-20-9-7, approving the hiring of Circulation Clerk Quincy Stone, effective August 18, 2020. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wenger, to accept Resolution # R-20-9-8, accepting the following gifts:

\$20.00 from Julie Mannarelli

\$20.00 from Donna Kuczynski in memory of Carol Sly

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All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS

Yorks inquired if the library has a regular window washer. Dovala replied that the library gets the windows washed every Spring and Fall and it is currently due to be completed. Wachholz inquired about tree trimming on the property. Dovala replied that the landscapers have been notified about the trees that need trimming, but they are running behind schedule this year. Dovala noted that several of the CMR firms that toured the library were impressed with the condition of the building.

PERSONNEL none

FINANCE & AUDIT none

Teets asked if there were any plans for doing a community survey regarding the building project. Dovala noted that the library has been surveying patrons over the past several years about their wants and needs in a larger building.

Wachholz left the meeting at 6:52 p.m.

There was additional discussion about the design process including wants, needs, and potentials problems.

Dulmage adjourned the meeting at 7:05 p.m.

President

Attest