

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 9, 2020

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:03 p.m. Roll call: Laura Dulmage, Judy Alexander, Jake Wachholz, Darcy Teets, Katie Wenger, and Stephanie Pinskey were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Teets moved, seconded by Wachholz, to accept Resolution # R-20-11-1 accepting the meeting minutes for the October 12, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the October 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the library received the proceeds from the sale of bonds. Cioffi reported that Ohio's minimum wage increases to \$8.80 per hour in 2021. Cioffi presented an updated Salary Chart for 2021 reflecting the increase.

Alexander moved, seconded by Teets, to accept Resolution # R-20-11-2 accepting the 2021 Salary Chart as presented. All present voted in favor.

MOTION PASSED

Cioffi reported on the bank depository applications received by the library. Wachholz moved, seconded by Teets, to accept Resolution # R-20-11-3, Awarding Public Depositories for a five-year term beginning January 1, 2021 (attached to these minutes). Roll Call Vote: Dulmage, Alexander, Wachholz, Teets, Wenger, Pinskey, ALL AYES.

MOTION PASSED

Alexander moved, seconded by Teets, to accept Resolution # R-20-11-4 accepting the October 2020 financial reports. All present voted in favor.

MOTION PASSED

Teets asked about the status of the Coronavirus Relief Fund. Cioffi responded that the library has spent over \$11,000.00 from the fund so far, and was planning to use the remaining funds to install touch-less automatic doors for the Spring Street entrance. Alexander asked Cioffi to prepare a report with details on the available Endowment and Capital funds for the December meeting.

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OLD BUSINESS

Library Administrator, Don Dovala reported that there was a dead pine tree removed on the property across the street. Dovala reported that he has been meeting regularly with the architects and working on the schematic design for the addition. Yorks attended a meeting with them earlier this afternoon. He offered to share the latest version of the plans after the meeting with anyone who was interested. Dovala reported that NEO-RLS is offering a virtual in-service week in January. The sessions presented will cover a variety of topics and will be free for our staff members to attend.

Dovala reported that the CMR selection committee received RFPs from and interviewed four shortlisted firms. The committee recommends that Turner Construction Company is the best value firm, followed by Gilbane Building Company, Panzica Construction, and C.T. Taylor Construction, respectively. Alexander moved, seconded by Wachholz, to accept Resolution # R-20-11-5, Accepting Best-Value Recommendation and Authorizing Negotiation & Execution of Construction Manager at Risk Agreement (copy attached). Roll call vote: Dulmage, Alexander, Pinsky, Wachholz, Wenger, Teets, ALL AYES.

MOTION PASSED

LIBRARY ADMINISTRATORS REPORT

Dovala reported that the library is staying steady with about 75% of normal circulation levels and 50% of normal building traffic. Alexander asked about what duties the PR Manager is currently working on. Dovala responded that she has been putting together the take and make craft kits, and they have been very popular. She is also working on creating community surveys to find out what kind of programming the community is interested in.

NEW BUSINESS

Dovala reported that the library needs to start investigating what kind of staffing changes might be needed in the new building. He noted that the Reference staff currently help staff the Children's department, so an additional staff member may be needed in the new building if the departments are on different floors. If the staffing needed is filled between Children's Specialist Lisa Stanley and the other Reference Specialists, the library may not need to hire anyone. Wenger commented that the kids would be very happy to see more of Mrs. Stanley in the department, noting that she hears from lots of people in the community that they want to see

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Mrs. Stanley. Teets asked about the status of the Gerstenberger Estate. Dovala responded that he has asked about it twice, but has not received a response.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Teets, to accept Resolution # R-20-11-6, accepting the following gifts:

\$20.00 from Julie Mannarelli
\$22.00 from Doris Lyle

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Alexander noted that her term on the Board was up this year, but she would like to stay on the Board through the completion of the building project. Everyone was happy for Alexander to stay on the Board. Dovala will send a letter to the Amherst Exempted Village Board of Education asking them to reappoint Alexander.

Wachholz moved to adjourn. The meeting adjourned at 6:28 p.m.

President

Attest