

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 12, 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: Laura Dulmage, Darcy Teets, Judy Alexander, Stephanie Pinsky, Katie Wenger, and Jake Wachholz 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 Pinsky, to accept Resolution # R-20-10-1 accepting the meeting minutes for the September 14, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the September 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation) reporting on expense and revenue percentages. Cioffi reviewed the Schedule B sent from the County Auditor. Alexander moved, seconded by Pinsky, to accept Resolution # R-20-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Dulmage, Teets, Alexander, Pinsky, Wenger, Wachholz, ALL AYES.

MOTION PASSED

Cioffi reviewed the amount of Coronavirus CARES Act funding spent year to date and reviewed the 2020 Appropriations process. She also reported that new bank depository agreements need to be approved at the November meeting. Alexander moved, seconded by Teets, to accept Resolution # R-20-10-3 accepting the September 2020 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that a financial component has been added to the 2021-2023 Strategic Plan. The Board agreed that they were satisfied with the plan and said it could officially be posted. The CMR selection committee met and shortlisted 4 firms. Those firms will receive RFPs and be interviewed on November 3, 2020. Dovala reported that the contract with HBM has been finalized and reviewed a resolution prepared by Bricker and Eckler approving execution of the contract. Wachholz moved, seconded by Teets, to accept Resolution # R-20-10-4,

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approving selecting the architect and authorizing the agreement execution (copy attached). Roll call vote: Dulmage, Teets, Wachholz, Pinsky, Wenger, Alexander, ALL AYES.

MOTION PASSED

NEW BUSINESS none

LIBRARY ADMINISTRATORS REPORT

Dovala reported that the management team will have a meeting with HBM tomorrow to start the design process for the addition. Dovala reported that the library started its upgrade to the ILS system Saturday after closing, and it was completed late Sunday night and everything is working properly. Dovala noted that craft kits have been popular and circulation is up to about 70% of normal amounts. September was library card month and 131 new library cards were issued during the month.

Dulmage asked Dovala if he could inquire with Assistant Lorain County Prosecutor Jerry Innes regarding the status of the Valerie Gerstenberger Estate before he retires. There was discussion regarding sending Innes a letter of thanks for his service over the years. Dovala will draft a letter and bring it to the next meeting for the board to sign and send to Innes.

GIFTS & CORRESPONDENCE

Teets moved, seconded by Alexander, to accept Resolution # R-20-10-5, accepting the following gift:

\$75.00 from Club Scout Pack 435 Birmingham in memory of James Russell Turner

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL

Alexander distributed evaluation forms for the Library Administrator and Fiscal Officer and asked that they be completed and returned to Dulmage by November 2, 2020.

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FINANCE & AUDIT none

Alexander moved to adjourn. The meeting adjourned at 6:22 p.m.

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President

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Attest