

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 14, 2020

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Jake Wachholz, Jim Yorks, Laura Dulmage, Katie Wenger, Stephanie Pinsky, Darcy Teets, and Judy Alexander were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

### MINUTES

Yorks moved, seconded by Teets, to accept Resolution # R-20-12-1 accepting the meeting minutes for the November 9, 2020 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the November 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on the year's PLF income, General fund carryover to 2021, and making a transfer of funds from the General Fund to the Building Fund. Cioffi presented Temporary Appropriations for 2021. Yorks moved, seconded by Wachholz, to accept Resolution # R-20-12-2, approving 2021 Temporary Appropriations totaling \$6,116,900.00 distributed as follows: \$1,266,900.00 from the General Fund, consisting of \$605,600.00 in Salaries and Benefits; \$298,800.00 in Purchased and Contracted Services; \$329,000.00 in Library Materials and Information and Supplies; \$8,500.00 in Other Objects; and \$25,000 in Contingency; \$450,000.00 from the Endowment Special Revenue Fund; and \$4,400,000.00 from the Building Fund. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wenger to accept Resolution # R-20-12-3, instructing the Fiscal Officer to transfer \$75,000.00 from the General Fund into the Building Fund. All present voted in favor.

MOTION PASSED

Teets moved, seconded by Wachholz, to accept Resolution # R-20-12-4, accepting the November 2020 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the installation of the touch free door on the Spring Street entrance has been completed. The

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door was paid for out of the Coronavirus Relief Fund. Dovala reported that Turner Construction has been hired as the CMR for the addition project. Right now, Turner and HBM are preparing cost estimates for the proposed design. Yorks gave an overview of the estimating process.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported that the library started a story walk throughout downtown Amherst. So far it has been very popular. Dovala reported that the library will be giving out New Year's Eve grab bags for patrons. Over 150 people signed up for grab bags the first hour registration was open, and 508 people have registered so far. Dovala reported that the library is planning to keep the current coronavirus protocols in place though the holiday and will relook at expanding services in January. Dovala noted that the other libraries in the county have similar protocols in place.

### NEW BUSINESS

Dovala reported that Caryna Ketchum-Geyer has been hired as a Reference Specialist. Pinskey reported that she reached out to the lawyer regarding the estate of Valerie Gerstenberger. At this point, there is not any additional information and it appears that the estate has been closed. Dovala reported that the Amherst Exempted Village School Board has renewed Alexander as a Library Trustee. Wachholz moved, seconded by Teets, to accept Resolution # R-20-12-5, approving the hiring of Reference Specialist Caryna Ketchum-Geyer, effective 11-16-2020. All present voted in favor.

MOTION PASSED

Teets asked if all of the Coronavirus Relief Funds have been spend. Cioffi reported that she was just waiting on a few pending bills and everything would be spent.

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by Alexander, to accept Resolution # R-20-12-6, accepting the following gifts:

\$50.00 from Sue & Tery Lang in memory of Donna Mulder  
\$50.00 from Stephanie Fama in memory of Donna Mulder  
\$25.00 from Vicki & Bruce Turner in memory of Jay Bickley

All present voted in favor.

MOTION PASSED

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PUBLIC COMMENTS none

Alexander requested some discussion regarding funds related to the addition project. Cioffi distributed a worksheet giving an overview of the Building and Endowment Fund balances and historic costs. After some discussion, it was decided to hold off on making any decisions, since the cost estimates for the proposed design have not been completed.

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Yorks moved to adjourn. The meeting adjourned at 6:39 p.m.

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President

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Attest