

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 11, 2021

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, Darcy Teets, Jake Wachholz, Katie Wenger, and Judy Alexander were present. Jim Yorks and Stephanie Pinsky were 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-21-1-1 accepting the meeting minutes for the December 14, 2020 Regular meeting and the 2021 Organizational meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the December 2020 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on the year-end fund balances and updated revenue estimates for 2021. Cioffi noted that mail delivery has become increasingly unreliable, and asked if there was any objection to her paying time sensitive bills online when necessary. Teets moved, seconded by Alexander, to accept Resolution # R-21-1-2 authorizing the Fiscal Officer to submit online payments for invoices as needed. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Wenger, to accept Resolution # R-21-1-3, accepting the December 2020 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the HBM and Turner Construction are reviewing quotes for a couple of different building designs. The goal is to maximize the building's size within the available budget. The library's Owner's Rep is meeting with both firms tomorrow, and Dovala should have a better idea of where the design stands after the meeting. Dovala and Cioffi reviewed the current balances in the Building and Endowment Funds. There was discussion regarding the need to spend funds in addition to the bond proceeds for the addition project. Alexander moved, seconded by Wachholz, to accept Resolution # R-21-1-4, approving funding the addition project's Professional Service fees from existing fund balances. All present voted in favor.

MOTION PASSED

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LIBRARY ADMINISTRATORS REPORT

Dovala reported that the December craft kits and the downtown story walk were very popular. Dovala reported that the library added 2 new informational databases to the collection. Miss Humblebee's Academy is an educational platform for children and Gale Legal Forms offers officially approved legal forms for patrons. Dovala noted that online usage has been lower, even during the pandemic. Circulation of the physical collection is staying steady around 70% of pre-pandemic numbers. Dovala noted that usage statistics are similar at neighboring libraries. Dovala commented that it will be interesting to see how long it takes for usage to increase following the pandemic.

NEW BUSINESS none

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Teets, to accept Resolution # R-21-1-5, accepting the following gift:

\$50.00 from Brian & Cynthia Balsler in memory of Donna Mulder

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Alexander commented that she thought the Digital Holiday Cookbook was a great idea. Dovala noted that it was viewed over 2000 times.

Wachholz moved to adjourn. The meeting adjourned at 6:35 p.m.

President

Attest