

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 12, 2021

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Judy Alexander, Darcy Teets, Jim Yorks, Jake Wachholz, Stephanie Pinsky, and Katie Wenger were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

### MINUTES

Yorks moved, seconded by Wachholz, to accept Resolution # R-21-4-1 accepting the meeting minutes for the March 8, 2021 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the March 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the Appropriation Status report displays Permanent appropriations as approved at last month's meeting and that the balance of the Coronavirus Relief Fund has been spent. Cioffi reported that the library received their 1<sup>st</sup> half property tax revenue. Cioffi noted that she attended OLC's virtual CPIM training last week. Since the library is currently closed on Sundays, Cioffi asked for guidance in regards to paying employees for the upcoming Easter Holiday. Alexander moved, seconded by Wachholz, to accept Resolution # R-21-4-2, approving paying employees for the Easter holiday in accordance with the Personnel Policy. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wenger, to accept Resolution # R-21-4-3, accepting the March 2021 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that on the guidance of the Lorain County Health Department, libraries in Lorain County will no longer be passing out rapid COVID testing kits. The kits that the library had have been given to Westlake Porter Public Library. Dovala reported that he and HBM architects met with the city's Design Review Board and presented the plans for the addition. The Board approved the plans and shared positive comments regarding the project. On the suggestion of the Mayor, Dovala and HBM are also planning to attend a City Council meeting to present the plans for the addition.

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Turner Construction has updated the quote for construction, and the project remains within budget. Dovala reported that reviewing interiors is the next design step, and a meeting is scheduled for Friday. Dovala ask for guidance regarding disposing of the library's unwanted furniture. After some discussion, it was decided that Yorks would look over the inventory and arrange for donating it to the nonprofit Valore Home.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported that OLC's Legislative Day was held virtually this year. The Lorain County libraries met with their representatives on Friday via Zoom and had a good meeting. Pinsky asked if the library was still circulating driver's education parking cones. Dovala confirmed that cones are still being circulated. He noted that more are going to be added to the collection due to popularity.

NEW BUSINESS none

### GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Yorks, to accept Resolution # R-21-4-4, accepting the following gifts:

- \$20.00 from Anna Bianco for the purchase of books in memory of Rosella Purcell
- 25.00 from Julie Mannarelli

All present voted in favor.

MOTION PASSED

Dovala noted that Julie Mannarelli's gifts over the years have earned her a leaf on the Endowment Tree.

PUBLIC COMMENTS none

Yorks asked when the Board would need to approve the GMP for the project. Dovala replied that approvals would be needed at the June and July board meetings.

### COMMITTEE REPORTS

BUILDINGS & GROUNDS none

FINANCE & AUDIT none

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PERSONNEL

Teets moved, seconded by Alexander, to accept Resolution # R-21-4-5, to adjourn to executive session at 6:17 p.m. to discuss personnel issues related to the employment of a public employee. Roll call vote: Wenger, Alexander, Pinsky, Dulmage, Teets, Wachholz, Yorks, ALL AYES.

MOTION PASSED

Wachholz left the meeting during executive session at 6:32 p.m.

The Board exited from executive session at 6:36 p.m. by a motion from Yorks, seconded by Pinsky. All present voted in favor.

MOTION PASSED

Yorks moved to adjourn. The meeting adjourned at 6:36 p.m.

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President

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Attest