

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 8, 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, Darcy Teets, Jake Wachholz, Judy Alexander, Katie Wenger, Stephanie Pinsky, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Alexander moved, seconded by Yorks, to accept Resolution # R-21-3-1 accepting the meeting minutes for the February 8, 2021 Regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the February 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the reports still display Temporary Appropriations. Cioffi presented 2021 Permanent Appropriations. Teets moved, seconded by Wachholz, to accept Resolution # R-21-3-2, approving 2021 Permanent Appropriations totaling \$7,740,900.54 distributed as follows: \$1,790,900.00 from the General Fund, consisting of \$954,600.00 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; \$150,000.00 in Capital Outlay; \$25,000.00 in Transfers Out; and \$25,000 in Contingency; \$550,000.00 from the Endowment Special Revenue Fund; \$0.54 from the Coronavirus Relief Fund; and \$5,400,000.00 from the Building Fund. Roll Call vote: Dulmage, Teets, Wachholz, Alexander, Wenger, Pinsky, Yorks, ALL AYES.

MOTION PASSED

Cioffi and Dovala reviewed the State of Ohio Cooperative Purchasing Program and its benefits for the addition project. Yorks moved, seconded by Alexander, to accept Resolution # R-21-3-3, authorizing Amherst Public Library to Participate in the State of Ohio Cooperative Purchasing Program. All present voted in favor.

MOTION PASSED

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

MOTION PASSED

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OLD BUSINESS

Library Administrator, Don Dovala reported that the roof on the library was looking good in the fall, but has recently started to leak. Dovala discussed the leak with Yorks, Owner's Rep, Roger Riachi, and Facilities Manager, Simplified Facilities. Their recommendation was to patch the roof now at a cost of \$3,500, and then do a full replacement as part of the addition project. By replacing the roof at the same time as the addition, the same materials will be used and the roof will have the same warranty as the roof on the addition. The rest of the Board agreed with the recommendation.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that the library received rapid COVID testing kits from the State to distribute to patrons. Patrons will need to download an app on a device capable of having a video visit with a provider to use the test. All of the county libraries that are passing out the tests will also be handing out an information sheet about the tests. When the Lorain County Board of Health approves the information sheet, the tests will be ready to distribute to patrons via curbside pickup. Dovala reported that the library will be helping patrons register for the COVID vaccine, noting that the age requirement drops to 50 and older on Thursday.

NEW BUSINESS

Dovala reported that the ground breaking for the addition is scheduled for June 21st. HBM originally thought the library would need to obtain a parking variance, but discovered that since we are a public building, it is not required. Dovala and Yorks will be meeting with the Mayor on Thursday to discuss the project. Dovala and HBM will be meeting with the City's Design Review Board on March 18th. Dovala reported that he met with the new pastor of Amherst United Methodist Church and discussed the project and the possibility of using the Church's parking lot for worker parking during construction. Yorks reported that he talked with Turner Construction regarding project staging, and they will be putting together a staging plan.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wachholz, to accept Resolution # R-21-3-5, accepting the following gifts in memory of Diane Kinser:

- \$100.00 for the purchase of children's books from Friends of Erin and JB Kinser

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- \$50.00 for the purchase of children's books from Sal and Sandi Tramontana
- \$25.00 from Sandie Miles
- \$100.00 from Jay and Jean Rounds
- \$20.00 from Myron & Sharon Mager

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

Yorks brought up the possibility of installing a standby generator and transfer switch as part of the addition project. Yorks noted that the library could get a quote as part of the project. There was some discussion regarding the possibility of obtaining a grant or forming a county partnership to help with funding it.

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL

Alexander reported that the committee met and discussed an issue regarding a staff member. Alexander noted that the staff member may request a meeting with the committee.

FINANCE & AUDIT none

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

President

Attest