

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 10, 2021

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:09 p.m. Roll call: Laura Dulmage, Judy Alexander, Katie Wenger, Darcy Teets, Jake Wachholz, Stephanie Pinsky, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

### MINUTES

Pinsky moved, seconded by Teets, to accept Resolution # R-21-5-2 accepting the meeting minutes for the April 12, 2021 Regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the April 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation.) Cioffi reported that the State Treasurer's office will no longer be offering STAR Plus and the money the library current has in STAR Plus will be transferred to STAR Ohio at the end of the month. Alexander moved, seconded by Wenger, to accept Resolution # R-21-5-3, accepting the April 2021 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported on the phasing schedule for the addition project. During Phase 1, the addition will be constructed and the back wall will be removed. Phase 1 will last about 6 months and will require the library to move or box much of the current collection. Dovala reported that he is currently looking at options for boxing, moving and storing books, furniture, and shelving during the project. A moving company will be visiting the library on Thursday to give advice regarding moving and storing materials throughout the project. Phase 2 and Phase 3 will be when the 2<sup>nd</sup> and 1<sup>st</sup> floors are remodeled respectively. There is a possibility the library may need to close during much of Phase 3. Superintendent Steve Sayers has given us permission to use 20 parking spaces as needed during construction at the old Board of Education building.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported that 2 teens vandalized the front sandstone steps with rocks. After seeing the damage, Dovala was able to retrieve video footage of

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the vandalization occurring and gave it to the Amherst Police. The teens were caught when they later returned to the steps, and Dovala saw them and called the police. The steps have been repaired, and the bill for the repairing the damage will be sent to the families of the teens. If the repairs are paid for, the police will not press charges against the teens. Dovala looked into having the teens do volunteer work to pay off the repairs, but that was not a viable option.

### NEW BUSINESS

Dovala reported that Circulation Substitute Tammy Neighbour will be moving and has issued her resignation. Nancy Campana has been hired to replace her. Yorks moved, seconded by Wachholz, to accept Resolution # R-21-5-4, approving the hiring of Circulation Substitute Nancy Campana effective 5-11-2021. All present voted in favor.

MOTION PASSED

Dovala reported there will be a pre-bid walkthrough with Turner Construction and HBM for contractors interested on bidding on the project this Thursday. Yorks explained what will happen at the walkthrough. Dovala asked Yorks if he could ask Valore Home to pick up any old furniture they would like within the next 2 weeks.

Dovala reported that Summer Reading will be starting June 7. There will be a kickoff event on the front lawn on June 10. There will also be weekly craft days for kids outside on Wednesdays during Summer Reading. Yard signs promoting Summer Reading will be available for patrons to sign up for. The library will start circulating trash clean-up kits with supplies for patrons to clean up trash with. Dovala reported that the library has been quarantining returned library materials, but will discontinue that process at the end of May. Dovala noted that all the library levies in the State passed this election.

Wenger asked if there was going to be a ground-breaking ceremony for the addition. Dovala replied that the ground-breaking ceremony is in the planning stage and invitations will be sent out as soon as it is finalized. There were some suggestions for the ceremony offered by the trustees.

GIFTS & CORRESPONDENCE none

PUBLIC COMMENTS none

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COMMITTEE REPORTS

BUILDINGS & GROUNDS none

FINANCE & AUDIT none

PERSONNEL none

Yorks moved to adjourn. The meeting adjourned at 6:43 p.m.

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President

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Attest