

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 13, 2021

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Laura Dulmage, Darcy Teets, Jake Wachholz, Stephanie Pinsky, Judy Alexander, Jim Yorks, and Katie Wenger were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Alexander moved, seconded by Teets, to accept Resolution # R-21-9-1 accepting the meeting minutes for the August 9, 2021 regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the August 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation.) Cioffi noted that revenues and expenditures are appropriate for this time of year. Yorks asked if the library has received any payment requests from Turner Construction yet. Cioffi replied that a payment request has not been received yet. York offered to come in and review the first invoice with Cioffi and Dovala when it is received. Wachholz moved, seconded by Wenger, to accept Resolution # R-21-9-2, accepting the August 2021 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala gave an update on the roof of the current building. After further investigation, it was determined that coating the roof is not a viable option and the roof needs to be replaced. The quote that came back was \$130,000 for a full tear-off and replacement. Dovala is looking to see if the project can be added to the current addition, or if the library will need to bid it out as a separate project. Dovala reviewed the work that has been done on the addition project so far. He noted that there may be additional costs associated with the foundation work and the driveway for the pick-up window. There was some discussion on the repairs needed on the roof and the options for bidding the project.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that Teets would like to renew his term on the Board. His reappointment is on the Amherst Exempted Village School Board's agenda

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for action this month. Dovala reported that inside protective walls have been erected. Next week the workers will work on shoring and then removing exterior walls. Yorks asked if the contract with Turner Construction included provisions for winter conditions. Dovala replied that it did, but if work progresses as planned, not much will be needed. The goal is for the outside walls to all be up before it snows.

NEW BUSINESS

Dovala talked about the possibility of having employees and students paint and decorate the temporary walls. Wachholz suggested auctioning the walls off after the project is completed. Dovala explained that normally the library is closed on Columbus Day for staff in-service. Because of the likelihood of closures related to the project, the normal in-service will be postponed until closer to the end of construction. Dovala reported that the library will be participating in a Tri-County Battle of the books and passed around a brochure about the event. Alexander asked about the Lorain County Reads event. Dovala replied that the event was just cancelled due to a lack of participants. Yorks asked how the monthly statistics compare to normal business levels. Dovala replied that the door counter is at approximately 50% of normal levels and circulation is at approximately 40% of normal levels.

Dovala reported that the next staff lunch will be pizza and salad and will be held on Wednesday and Thursday of this week. Dovala reported that the current building plans are not very detailed in regards to some utility locations, so the sanitary line connections will be tapped into outside of the building instead of inside. Yorks noted that a tracer could also be run if needed. Yorks asked if the storm sewers are hooked up. Dovala replied that they are.

GIFTS & CORRESPONDENCE

Alexander moved, seconded by Wachholz, to accept Resolution # R-21-9-3, accepting the following gifts:

\$2,000.00 from the Friends of the Amherst Public Library for the purchase of book club books

In honor of Dot Myosky:

- \$100.00 from Dorothy Knieriemen
- \$100.00 from Katherine Myosky
- \$100.00 from Albert & Terry Myosky

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- \$100.00 from Theresa Marie Myosky
- \$100.00 from Mary Jane Myosky

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

FINANCE & AUDIT none

PERSONNEL

Alexander reported that the committee met and discussed salary increases for next year. The committee will make a recommendation for increases at the next meeting. Alexander passed out the trustee evaluation forms for the Library Administrator and Fiscal Officer. Forms should be returned to Dulmage at or before the next meeting.

Dulmage reported that the committee also talked about reviewing staffing needs and job descriptions. Darcy noted that an additional staff member will be needed when the new addition opens.

Yorks moved to adjourn. The meeting adjourned at 6:41 p.m.

President

Attest