

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 8, 2021

Regular

President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:58 p.m. Roll call: Laura Dulmage, Jim Yorks, Darcy Teets, Judy Alexander, Katie Wenger, Jake Wachholz, and Stephanie Pinsky were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Alexander moved, seconded by Wachholz, to accept Resolution # R-21-11-1 accepting the meeting minutes for the October 11, 2021, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the October 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on payments for the addition project, projected General fund carryover to 2022, and making a transfer of funds from the General Fund to the Building Fund. There was some discussion regarding the RFID project. Yorks moved, seconded by Wachholz to accept Resolution # R-21-11-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$50,000.00 from the General Fund into the Building Fund. All present voted in favor.

MOTION PASSED

Cioffi presented Temporary Appropriations for 2022. Alexander moved, seconded by Teets, to accept Resolution # R-21-11-3, approving 2022 Temporary Appropriations totaling \$3,747,800.00 distributed as follows: \$1,597,800.00 from the General Fund, consisting of \$980,600.00 in Salaries and Benefits; \$275,200.00 in Purchased and Contracted Services; \$333,000.00 in Library Materials and Information and Supplies; and \$9,000.00 in Other Objects; \$300,000.00 from the Endowment Special Revenue Fund; and \$1,850,000.00 from the Building Fund. Roll call vote: Dulmage, Yorks, Teets, Alexander, Wenger, Wachholz, Pinsky, ALL AYES.

MOTION PASSED

Wachholz moved, seconded by Yorks, to accept Resolution # R-21-11-4, accepting the October 2021 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

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Library Administrator, Don Dovala gave an update on the addition. He reviewed the work that has been completed to date and the next steps in the project. Yorks asked if the project was on schedule. Dovala confirmed that it is. Dovala reported that the library will vacate the 2nd floor at the beginning of the year. Computers will be moved downstairs at the beginning of December. Dovala reported that the gas lines have already been installed for the addition.

Dovala recommended paying staff members on the days the library may need to close due to construction, noting that the number of days the staff will not be able to be in the building doing other work will be minimal. Wachholz moved, seconded by Alexander, to accept Resolution # R-21-11-5, approving paying employees for time they are scheduled to work in the event of a closure due to construction, effective November 1, 2021. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATORS REPORT

Dovala distributed job descriptions for 2 new positions: Youth Services Associate and Public Service Associate. Dovala explained both new positions and the plan for incorporating them into the current positions. Dovala reviewed the proposed 2022 Compensation Table and answered questions about the different positions.

Alexander moved, seconded by Yorks, to accept Resolution # R-21-11-6, to adjourn to executive session at 6:27 p.m. to discuss the compensation of public employees. Roll call vote: Dulmage, Alexander, Wenger, Wachholz, Yorks, Pinsky, Teets, ALL AYES.

MOTION PASSED

The Board returned from executive session at 6:37 p.m. by a motion from Yorks, seconded by Wachholz.

Alexander moved, seconded by Yorks, to accept Resolution # R-21-11-7, to adopt the Youth Service Associate and Public Service Associate positions, as presented. All present voted in favor.

MOTION PASSED

Teets moved, seconded by Wachholz, to accept Resolution # R-21-11-8, approving the 2022 Compensation Table, as presented. All present voted in favor.

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MOTION PASSED

Teets moved, seconded by Pinskey, to accept Resolution # R-21-11-9, granting all staff, including Dovala and Cioffi, a pay increase of 3% effective December 26, 2021 (2022 Payroll #1). All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Teets, to accept Resolution # R-21-11-10, approving increasing Shelver Preston Goebel's pay rate to \$9.40 per hour, effective December 26, 2021. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by Wachholz, to accept Resolution # R-21-11-11, authorizing the Library Administrator to use his discretion to give pay increases to existing employees that transition to one of the newly created Associate positions. All present voted in favor.

MOTION PASSED

Dovala reported that he will explain the new positions to the staff at this week's staff meeting.

NEW BUSINESS

Dovala recommended adding the replacement of the roof on the 1976 portion of the library as a change order on the addition project. The cost of the replacement will be approximately \$150,000. Dovala reported that depending on supply availability, the roof may not be replaced until after the opening of the addition. Yorks explained change orders and how they affect the GMP.

Yorks moved, seconded by Wachholz, to accept Resolution # R-21-11-12, approving a change order to add the removal and replacement of the roof of the 1976 portion of the library to the addition project, at a cost not to exceed \$160,000. The replacement roof must have the same EPDM (060), warranty (20 years), and other specifications as the roof being installed on the addition. All present voted in favor.

MOTION PASSED

Dovala reported that the library will be participating in Main Street Amherst's Christmas parade. The parade will kick off from the library's parking lot on the 1st Friday in December.

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GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wachholz, to accept Resolution # R-21-11-13, accepting the following gifts:

In memory of Violet Beam:

- \$300.00 from Anita Langer & Bill Bozicevich

In memory of Shirley Young:

- \$150.00 from Powers School Retired Teachers

In memory of Don Rosso:

- \$135.00 from John & Deb Gelenius

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Wenger commented that the Friends of the Amherst Public Library were at Powers distributing books and reading to kindergarteners, and that the kids and teachers really enjoyed having them.

Wachholz commented that Youth Services Manager Nancy Tomek does a nice job presenting new materials each week online.

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

The Board decided to cancel the December meetings. The 2022 Organization meeting will be held on January 10, 2022 at 6:00 p.m., immediately followed by the January Regular meeting.

Yorks moved to adjourn. The meeting adjourned at 7:02 p.m.

President

Attest