

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 10, 2022

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:17 p.m. Roll call: Stephanie Pinsky, Laura Dulmage, Katie Wenger, Judy Alexander, Darcy Teets, Jake Wachholz, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager. Owner's Rep, Roger Riachi was present from the public.

### MINUTES

Yorks moved, seconded by Alexander, to accept Resolution # R-22-1-5 accepting the meeting minutes for the November 8, 2021, regular meeting. All present voted in favor.

MOTION PASSED

Dovala introduced library Owner's Rep, Roger Riachi. Riachi reported that there has been a delay in the addition project schedule related to supply chain issues. Dovala distributed a revised schedule and Riachi explained it to the Board. There was some discussion regarding the delay, the project phases, periods of closure to the public, and potential costs. Riachi explained that Turner Construction has agreed the delay will not bring additional costs to the project, but at the end of the project, Turner may come back and appeal to fairness and ask that the library consider covering some of the additional cost incurred. York moved, seconded by Alexander, to accept Resolution # R-21-1-6 accepting the addition project schedule change as presented, with no additional costs. All present voted in favor.

MOTION PASSED

Wachholz and Pinsky left the meeting at 6:38 p.m.

Riachi reported that architects HBM and Turner Construction have been responsive and are working well together. Dovala reported that he would like to accept a change order to change the material of the drive-thru drive from blacktop to concrete. The change will cost an additional \$7,500. Yorks moved, seconded by Alexander, to accept Resolution # R-22-1-7 accepting a change order to change the material of the drive-thru drive from blacktop to concrete. All present voted in favor.

MOTION PASSED

Yorks asked about all the change orders to date. Riachi reviewed all change orders to date. Riachi left the meeting at 6:45 p.m.

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### FISCAL OFFICERS REPORT

Cioffi reviewed the November and December 2021 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on year end fund balances and updated cost projections for the addition project. Dulmage moved, seconded by Wenger to accept Resolution # R-22-1-8, accepting the November and December 2021 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the RFID project has started. Staff are currently tagging the materials in the building. When the offsite material come back, each item will have an RFID tag put on prior to shelving.

### LIBRARY ADMINISTRATORS REPORT

Dovala reported that former Trustee Lloyd Lopez donated \$50,000 to the library in memory of his wife Linda Kae Lopez. Lopez stipulated that Dovala was to spend the donation how he sees fit. Dovala would like to put those funds towards the RFID project. Dovala reported that Lloyd indicated he would also like to donate a bench in his wife's memory once the project is completed. Dovala reported that the second floor patio will be named in memory of former Trustee Marilyn Jenne. Dovala reported that 1,572 COVID test kits were distributed in December. Dovala is recommending that staff members wear masks at the library. Dovala reported that three staff members have had COVID in recent weeks.

### NEW BUSINESS

Dovala reported that the new Public Service Associate position was posted. So far, three Circulation Assistants and all the Reference Specialists have expressed interest in it. While both departments are working in the same area, the Managers will work on some training and role-playing exercises to give those interested a better idea of what the position entails. The new Youth Services Associate position was also posted. There were no internal applicants, but two external applications have been received so far. There was some discussion on the qualifications required for the new positions, Summer Reading, and the Grand Opening for the Addition.

### GIFTS & CORRESPONDENCE

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Dulmage moved, seconded by Yorks, to accept Resolution # R-22-1-9, accepting the following gifts:

- \$50,000.00 from Lloyd Lopez in memory of Linda Kae Lopez
- \$20.00 from Julie Mannarelli

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Yorks moved to adjourn. The meeting adjourned at 7:17 p.m.

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President

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Attest