

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 14, 2022

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:03 p.m. Roll call: Judy Alexander, Laura Dulmage, Darcy Teets, Katie Wenger, Jake Wachholz, and Stephanie Pinsky were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Dulmage moved, seconded by Wachholz, to accept Resolution # R-22-2-1 accepting the meeting minutes for the 2022 Organizational meeting and the January 10, 2022, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the January 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that she had completed all the necessary financial filings for 2021, including filing the 2021 financial reports with the Auditor of State. Alexander moved, seconded by Pinsky to accept Resolution # R-22-2-2, accepting the January 2022 financial reports. All present voted in favor.

MOTION PASSED

Cioffi presented Permanent Appropriations for 2022. Alexander moved, seconded by Wenger, to accept Resolution # R-22-2-3, approving 2022 Permanent Appropriations totaling \$6,943,464.51 distributed as follows: \$2,003,286.00 from the General Fund, consisting of \$996,600.00 in Salaries and Benefits; \$367,200.00 in Purchased and Contracted Services; \$334,500.00 in Library Materials and Information and Supplies; \$9,986.00 in Other Objects; \$170,000.00 in Capital Outlay; \$100,000.00 in Transfers Out; and \$25,000 in Contingency; \$690,178.51 from the Endowment Special Revenue Fund; and \$4,250,000.00 from the Building Fund. Roll call vote: Alexander, Dulmage, Teets, Wenger, Wachholz, Pinsky, ALL AYES.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that all the items currently in the building have been tagged with RFID tags. Dovala reported that Cioffi and Technical Services Manager Mary Geer were responsible for getting the system running and training staff. Dovala noted that the staff enjoyed working on the tagging project.

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LIBRARY ADMINISTRATORS REPORT

Dovala reported that construction is currently in the middle of Phase 2, which is the remodel of the second floor. Dovala gave an overview of the project work that has been completed to date. Dovala reported that the next step in the project is Phase 3, which is the remodel of the first floor. On March 4, the second-floor books currently in storage will be returned to the library, and the books currently on the first floor will be taken offsite. Staff will be placing RFID tags on the second-floor books as they are putting them on the shelves. During Phase 3, the staff will only have access to the upstairs and the back offices. During this time, the library will be offering curbside and digital services only. Dovala reported that the library will be closed to the public March 7th through March 11th. The electricity in the building will be turned off on March 7th and 8th to relocate fuse boxes. Dovala noted that the staff will remain busy during Phase 3 by offering curbside books, printing, and notary service, in addition to tagging and shelving books.

NEW BUSINESS

Dovala reported that Megan Karhusz has been hired for the Youth Service Associate position. She will work a few hours each week training and will start regular hours in June. Dovala reported on the status of the transition to the Public Service Associate position. So far three Circulation Assistants and all of the Reference Specialists are interested in the new position. Dovala noted that most staff are feeling positive about the changes.

Wachholz moved, second by Pinskey, to accept Resolution # R-22-2-4 approving the hiring of Youth Service Associate Megan Karhusz effective January 24, 2022. All present voted in favor.

MOTION PASSED

Dovala gave an update on the status of the building's electric transformer. Dovala thanked Amherst Utilities Department for being cooperative during the project.

Dovala reported that Ohio Library Council is recognizing First Lady Fran DeWine for her work on promoting early childhood reading and distributed a resolution honoring Fran DeWine. There was discussion on the library contributing to the Lorain County Imagination Library. Wachholz moved, seconded by Alexander, to accept Resolution # R-22-2-5, authorizing the

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library to contribute \$500.00 to the Lorain County Imagination Library. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Wenger, to accept Resolution # R-22-2-6 honoring Fran DeWine for distinguished contributions to promote early childhood literacy, as presented. All present voted in favor.

MOTION PASSED

Dovala reported that he will be on vacation the last week in March.

GIFTS & CORRESPONDENCE

Pinskey moved, seconded by Wachholz, to accept Resolution # R-22-2-7, accepting the following gifts:

\$50.00 from Judy Alexander and Bill Strohm

In memory of Lois Barankovich:

- \$100.00 from Pinnacle Living
- \$50.00 from Bob & Nicki Allsop
- \$30.00 from Thomas & Diane Oetzel

In memory of Janet George:

- \$25.00 from the Gelenius Family for the purchase of children's books about Grandmas

In memory of Bernadine Wagner:

- \$550.00 from the Retired Amherst Teachers Society

In celebration of Dorothy Myosky's 90th Birthday:

- \$50.00 from Marianne Howald Purzycki

All present voted in favor.

MOTION PASSED

There was discussion about creating a donor policy in the future.

PUBLIC COMMENTS none

COMMITTEE REPORTS

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BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Dulmage moved to adjourn. The meeting adjourned at 6:37 p.m.

President

Attest