

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 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: Laura Dulmage, Judy Alexander, Darcy Teets, Jake Wachholz, Katie Wenger, and Stephanie Pinsky were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager. There were several young members of the public present.

MINUTES

Dulmage moved, seconded by Alexander, to accept Resolution # R-22-3-1 accepting the meeting minutes for the February 14, 2022, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the February 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that the Appropriation Status report displays Permanent Appropriations as approved at the February meeting. Cioffi also reviewed the expenditure percentages and reported on PLF and property revenue status. Dulmage moved, seconded by Alexander to accept Resolution # R-22-3-2, accepting the February 2022 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that Phase 2 is complete and curbside services are up and running. Dovala reported that on the first day of curbside only service, staff members delivered materials 10 times, made 5 copies, performed 4 faxes, and offered 7 notarizations. Dovala reported that there is a sign on the door with the library's phone number and instructions for patrons to call in for curbside services.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that a lot of construction is in progress including brickwork and building the concrete steps. Dovala reported that the project is causing wear and tear in the parking lot. The fence between the library's property and the city's property is rusting and will need to be replaced. Dovala noted the current fence is about 20 years old.

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NEW BUSINESS

Dovala reported that Outreach Specialist Lisa Stanley retired on March 6th after 26 years at the library. Stanley used to deliver outreach to homebound patrons. Reference/Outreach Specialist Carol Hayward currently delivers outreach to nursing homes and has taken on Stanley's home patrons until the outreach position is further examined. Kristina Hudson has been hired as a Youth Service Associate. She will be starting on March 28th. Wachholz moved, second by Dulmage, to accept Resolution # R-22-3-3 approving the hiring of Youth Service Associate Kristina Hudson effective March 28, 2022. All present voted in favor.

MOTION PASSED

Dovala reported that when the addition opens, patrons will be able to get a new library card. There will be several designs patrons will be able to choose from.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Dulmage, to accept Resolution # R-22-3-4, accepting the following gift:

\$50.00 from Judy Alexander and Bill Strohm

All present voted in favor.

MOTION PASSED

Dovala commented that the staff has been great throughout the construction process. They have already finished RFID tagging and shelving the YA and JE books. Dovala reported that the library will offer its used boxes to the public for moving. Dovala asked the Board if it was permissible for the library to offer a door set for demolition to a staff member if the staff member gave a donation to the Friends of the Amherst Public Library. The Board agreed that was allowed.

PUBLIC COMMENTS

The youthful members of the public said hello and commented that the library looks good so far.

Dulmage commented that she was working with Alexander to develop a Board member handbook. She asked that any suggestions for the handbook be emailed to them. Teets commented that OLC offers a Trustee Workshop each year, and he will send them information from it.

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COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL none

FINANCE & AUDIT none

Alexander asked if there was a committee working on the Grand Opening for the addition. Dovala replied that he would have PR Manager Becky Denes attend the next meeting to report on it.

Teets noted that he will be absent for the April meeting. Since there is no pressing business expected for April, Alexander moved, seconded by Wachholz, to accept Resolution # R-22-3-5, canceling the April 11, 2022 Board meeting. All present voted in favor.

MOTION PASSED

Wachholz moved to adjourn. The meeting adjourned at 6:24 p.m.

President

Attest