

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 13, 2022

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Judy Alexander, Laura Dulmage, 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. Katie Wohlever was present from the public.

MINUTES

Alexander moved, seconded by Dulmage, to accept Resolution # R-22-6-1, accepting the meeting minutes for the 2023 Budget Hearing, the May 9, 2022 Records Commission meeting, and the May 9, 2022, regular meeting. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Dulmage to accept Resolution # R-22-6-2, enter Executive Session at 6:02 p.m. to discuss the compensation of a public employee. Roll call vote: Alexander, Dulmage, Teets, Wachholz, Wenger, Pinsky, ALL AYES.

MOTION PASSED

The Board returned from the executive session at 6:10 p.m. via motion by Alexander, seconded by Dulmage.

FISCAL OFFICERS REPORT

Cioffi reviewed the May 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed the expenditure percentages and reported on the addition project expenditures and budget. Alexander moved, seconded by Pinsky to accept Resolution # R-22-6-3, accepting the May 2022 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reviewed updates to the proposed Terrace Policy, Study Room Policy, Bulletin Board Policy, and Meeting Space Policy discussed at last month's meeting. There was some discussion regarding the policies. Wachholz moved, seconded by Dulmage, to accept Resolution # R-22-6-4, approving the presented Library Terrace Policy and Procedure (copy attached). All present voted in favor.

MOTION PASSED

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Wachholz moved, seconded by Wenger, to accept Resolution # R-22-6-5, approving the presented Study Room Policy and Procedure (copy attached). All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Alexander, to accept Resolution # R-22-6-6, approving the presented Public Notice Bulletin Board and Publications Policy (copy attached), superseding the current policy. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Wenger, to accept Resolution # R-22-6-7, approving the presented Meeting Space Policy and Procedure (copy attached), superseding the current policy. All present voted in favor.

MOTION PASSED

Dovala reported on the status of the Lorain County PLF allocation discussed and approved at the May meeting. Dovala reported that at this point, the libraries in the county are not in agreement on the formula, primarily disagreeing on a phase-in period. The county library directors will meet along with Board representatives on June 21 at Oberlin Public Library to have a discussion and attempt to reach a consensus. Teets will attend the meeting with Dovala. Dovala noted that any other trustees are welcome to attend the meeting if interested.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that after discussion with Turner Construction, it was decided that the library will be able to open to the public on July 11. Dovala recommended stopping public services the week of July 4 in order to prepare the building and hold training for the staff. The Board agreed. Dovala reported that Storytimes in the Park started today, and 79 people attended.

Teets asked Dovala if he anticipates a big crowd for opening day. Dovala responded that he thinks it will be busy, but not overwhelming. Dovala is confident staff will have the knowledge they need for opening. Dovala reported that the ribbon cutting will take place at noon on July 11. Dovala reported that there will be an open house for staff, friends, and trustees from 6 p.m.- 8 p.m. on July 9. Invitations are forthcoming.

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Dovala gave an update on staff positions. Dovala reported that Outreach Specialist Carol Hayward will be taking over the patrons formerly served by Lisa Stanley, in addition to her nursing home patrons. Dovala reported that Shelver Preston Goebel has been promoted to the Public Service Associate Position.

Dovala noted that rather than review all of the addition project progress, he will take anyone that is interested on a tour of the building following the meeting.

Dovala reported that due to staffing issues, he is recommending holding off on opening on Sundays in the fall. Wachholz and Alexander both agreed that the library should make it a priority to be able to open on Sundays in the fall. Alexander noted that the community will expect the library to reopen on Sundays. It was decided to revisit the issue later in the summer and decide then.

NEW BUSINESS

Alexander reported that the Board would like to give the staff a one-time bonus. Alexander moved, seconded by Pinskey, to accept Resolution # R-22-6-8, approving issuing a one-time staff bonus on the July 14 pay date. The amount of the bonus will be as follows: \$500.00 for regularly scheduled employees hired after January 1, 2022; \$1,000 for regularly scheduled employees; \$2,250 for managers; and \$3,250 for the Library Administrator and Fiscal Officer. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Dulmage, to accept Resolution # R-22-6-9, approving the following gift:

- \$150.00 from Judy Alexander and Bill Strohm

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Katie Wohlever commented that the meeting was very interesting and that she didn't realize all the work behind checking out the books. The Board thanked Wohlever for coming.

COMMITTEE REPORTS

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BUILDINGS & GROUNDS

Wachholz asked if the landscaping has been ignored lately. Dovala responded that it has been, but it will all be refreshed before the opening.

PERSONNEL none

FINANCE & AUDIT none

Dulmage motion to adjourn. The meeting adjourned at 6:41 p.m.

President

Attest