

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 9, 2022

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:04 p.m. Roll call: Laura Dulmage, Judy Alexander, Jake Wachholz, Stephanie Pinsky, Darcy Teets, Jim Yorks, and Katie Wenger were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager. Bill Strohm was present from the public.

### MINUTES

Wachholz moved, seconded by Pinsky, to accept Resolution # R-22-5-2, accepting the meeting minutes for the March 14, 2022, regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the March and April 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi also reviewed the expenditure percentages and reported on PLF revenue status. Alexander moved, seconded by Dulmage to accept Resolution # R-22-5-3, accepting the March and April 2022 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that both roofs and the downstairs remodel portion of the addition project are complete. Dovala reported that 1,000 boxes of books were just returned to the library. The staff is busy unpacking, RFID tagging, and shelving the returned books. Dovala reported that the workers are currently concentrating on the first floor of the addition and hope to have it complete in early June. Once the temporary walls come down, staff will be able to start shelving Large Print and A/V materials and work on putting together the circulation area. Staff will also receive training on the new building's components. Tentatively, the grand opening is being planned for the last week in June, with a walk through for staff, Trustees, and Friends members planned for the evening of June 25.

### LIBRARY ADMINISTRATORS REPORT

Dovala passed out a picture of the plaque from the 1975 addition and asked the Trustees for their opinion on the format. Everyone agreed to keep the same format for a plaque commemorating the addition. Dovala distributed copies of the designs for new library cards. Library patrons will

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be given the option to replace their current card with one of the newly designed cards as part of the grand opening. Dovala shared several draft policy updates with the Trustees. The management team will finalize the drafts, and Dovala will present the final versions for Board approval in June. Dovala reported that furniture has been ordered for the patio. There was some discussion regarding the patio and meeting room policies. Dovala reported that he spoke with the President of Amherst Rotary, and the group is looking at switching their meeting time to the morning and location to the library.

Dovala reported that there will be a meeting for the Lorain County Library Trustees at 6:00 p.m. on September 20<sup>th</sup> at Henry's Barn in Oberlin. Dovala reviewed the topics that would be covered at the meeting, and all the Trustees indicated they were interested in attending. Dovala provided a brief update on the status of the Gerstenberger Estate. There has been a challenge about the language of the will, and it may be a while before anything is decided.

### NEW BUSINESS

Dovala reported that the Lorain County library directors have been discussing the Lorain County PLF allocation. The current allocation splits the PLF based on service district population, but does not include the population of Grafton Correctional Institution in the split. The directors have agreed that since the Institution's population falls within the service district of Grafton-Midview Public Library, it should be included in the population figures in the 2020 census population breakdown. Alexander moved, seconded by Dulmage to accept Resolution # R-22-5-4, approving allocating the Lorain County PLF by population and including the population of Grafton Correctional Institution in the service district of Grafton-Midview Public Library. Roll call vote: Dulmage, Wachholz, Yorks, Teets, Pinsky, Wenger, Alexander, ALL AYES.

MOTION PASSED

Dovala reported on a few items in the addition that might not be completed until after the grand opening. Dovala reported that the library is looking at options for repairs in the parking lot.

Wachholz and Pinsky left the meeting at 6:49 p.m.

There was some discussion about the schedule for the grand opening and the possibility of having a soft opening before the grand opening.

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GIFTS & CORRESPONDENCE none

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS

Yorks commented that he was pleasantly surprised by the look of the brick and sandstone on the addition.

PERSONNEL none

FINANCE & AUDIT none

Teets adjourned the meeting 6:54 p.m.

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President

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Attest