

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 8, 2022

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Darcy Teets, Judy Alexander, Laura Dulmage, Jim Yorks, and Stephanie Pinskey were present. Jake Wachholz and Katie Wenger were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager. Katie Wohlever was present from the public.

MINUTES

Yorks moved, seconded by Dulmage, to accept Resolution # R-22-8-1, accepting the meeting minutes for the July 11, 2022, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the July 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed the expenditure percentages and reported on the addition project expenditures, budget, and added salary costs. Yorks moved, seconded by Dulmage, to accept Resolution # R-22-8-2, accepting the July 2022 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reviewed the building items that had been completed since the last meeting. Dovala reported that the library is still waiting for the radiators, the meeting room A/V equipment, and the meeting room dividing wall to be installed due to supply chain issues.

LIBRARY ADMINISTRATORS REPORT

Dovala reported that the new Public Services Associate position is working out well, and patrons like being able to check out books at any desk. Dovala reported that the circulation desk is currenting checking out about 57% of the items. Dovala reported that the new phone tree is working well at filtering calls to the correct departments.

Dovala reported that all the county libraries except Avon Lake Public Library approved the resolution regarding the updated division of the county PLF revenue. Avon Lake Public Library did not have a July Board meeting and are expected to approve the resolution at their August meeting. The approved resolutions have been filed with the Lorain County Auditor.

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Dovala reported that he investigated replacing the fence in the parking lot with bollards and discovered the cost was almost the same as replacing it with a new fence. Dovala noted that another option is to put in an island with a walkway. Dovala reported that our building facilitators, Simplified Facilities, advised that the current fence is still ok for this winter, so he will wait until spring to decide.

Dovala reported that a new drone video was filmed, showing the completed building. A side-by-side comparison of the footage from the original building verses the addition and remodel is currently available on the library's Facebook page. Dovala commented that it has been a lot of fun having patrons back in the library, and there has been a lot of positive feedback about the building from the community.

NEW BUSINESS none

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Alexander, to accept Resolution # R-22-8-3, approving the following gifts:

- \$250.00 from Judy Alexander and Bill Strohm
- \$20.00 from Julie Mannarelli

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Katie Wohlever asked if the crackled section of glass on the new patio rail was intentional. Dovala responded that one section of glass was damaged during installation and will be replaced once the new piece comes in. Wohlever asked about a memorial plaque outside that incorrectly identifies a tree. Dovala responded that the original memorial tree was taken out and it was replaced with a tree of a different variety. Wohlever commented that her nephews came to town and visited the library, and they really like it.

COMMITTEE REPORTS

BUILDINGS & GROUNDS

Yorks asked if all the furniture had come in. Dovala replied that a few pieces have not come in yet. Yorks asked if Dovala received a certificate of

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occupancy yet from the city, and Dovala answered that he had not. Yorks advised that Dovala follow up with the city about receiving one.

PERSONNEL

Alexander commented that she will send the personnel committee copies of the Library Administrator and Fiscal Officer evaluation forms so they may begin reviews.

FINANCE & AUDIT none

Alexander distributed information regarding the Friends of the Amherst Public Library's upcoming Pack the Backpack event.

Yorks motion to adjourn. The meeting adjourned at 6:28 p.m.

President

Attest