

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 12, 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: Laura Dulmage, Judy Alexander, Jake Wachholz, Darcy Teets, Stephanie Pinsky, Jim Yorks, and Katie Wenger were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

MINUTES

Yorks moved, seconded by Pinsky, to accept Resolution # R-22-9-1, accepting the meeting minutes for the August 8, 2022, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the August 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed the expenditure percentages and reported on the outstanding invoices for the addition project. Cioffi reported that the revenue for the second half property taxes was received. Alexander moved, seconded by Dulmage, to accept Resolution # R-22-9-2, accepting the August 2022 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Wachholz asked Dovala how the pickup lockers have been working. Library Administrator, Don Dovala responded that the staff have received training, and the lockers are just starting to be used this week. Dovala reported that the city has not sent a Certificate of Occupancy to Turner Construction, yet. Dulmage asked if not having the certificate impacts insurance. Dovala responded that since we have added the addition on the library's policy, it does not. Dovala noted that Cioffi coordinated for the library to have a new inventory and appraisal done. Once that is completed, the insurance policy will be adjusted accordingly.

Dovala reported that a few more punch list items were completed, but there is still not a dividing wall in the meeting room or radiators in the addition. Alexander commented that the shades in the meeting room are wonderful. Dovala reported that a person fell on the new steps into the library, but the person was not injured. The architects recommended painting a textured black stripe on the top of each step to help with visibility.

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LIBRARY ADMINISTRATORS REPORT

Dovala reported that he and Cioffi went to the Lorain County Budget Commission meeting today, and the new PLF formula was approved. Representative Joe Miller will tour the library with Dovala tomorrow. Dovala reminded everyone that the Lorain County Trustees meeting is next Tuesday at 6:00 p.m. at Henry's Barn in Oberlin. Representatives from the Lorain County Prosecutor's office will give a presentation and answer questions.

Dovala reported that the new PSA position is working well. Circulation Clerk Carol Valenti switched from a regular employee to a substitute, and Public Services Associate Preston Goebel is back in school. Their hours were not replaced, so during the shifts they used to work, there are only three front desk staff members on the first floor. Dovala reported that some of the managers are concerned the staff members are not comfortable with the changes, but the PSAs like being in different positions. Dovala noted that the staff members have been proactive in checking patrons out at other stations. Dovala reported that families and children have been returning to the library, noting that one recent family chose going to the library over Cedar Point.

NEW BUSINESS

Dovala presented the new plaque commemorating the addition and renovation project. He noted that it will probably be hung above the book returns in the new entry. Dovala reported that local law enforcement used the new meeting room to hold a 3-day seminar. Dovala reported that Public Services Associate Megan Karhusz set up a scheduling program for the managers to use for scheduling at the various desks. The managers are currently being trained to use the program.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wachholz, to accept Resolution # R-22-9-3, approving the following gift:

- \$75.00 in memory of Cheryl Polye from the Gelenius, Janosik, and Adams families

All present voted in favor.

MOTION PASSED

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PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS none

PERSONNEL

Teets distributed the evaluation forms for the Library Administrator and Fiscal Officer. Trustees were instructed to complete the forms and return them to Teets by the next Board meeting. Teets asked Dovala when staff evaluations would be completed. Dovala answered that they will be done in September and October.

FINANCE & AUDIT none

Yorks motion to adjourn. The meeting adjourned at 6:22 p.m.

President

Attest