

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 10, 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 arrived later, as noted. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager, and members of the public.

### MINUTES

Alexander moved, seconded by Dulmage, to accept Resolution # R-22-10-1, accepting the meeting minutes for the September 12, 2022, regular meeting. All present voted in favor.

MOTION PASSED

Jim Yorks arrived at 6:03 p.m.

### FISCAL OFFICERS REPORT

Cioffi reviewed the Schedule B sent from the County Auditor with the tax rates for 2023. Yorks moved, seconded by Wachholz, to accept Resolution # R-22-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Alexander, Dulmage, Teets, Wachholz, Wenger, Pinsky, Yorks, ALL AYES.

MOTION PASSED

Fiscal Officer Cioffi reviewed the September 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi explained an adjusting factor on the bank reconciliation. Cioffi reported that the library has received the 2023 Certificate of Estimated Resources from the County Auditor and gave an update on the library's audit of the years 2020-2021. Cioffi noted that for 2023, Ohio's minimum wage is increasing 8.6% to \$10.10 per hour. Wachholz moved, seconded by Dulmage, to accept Resolution # R-22-10-3, accepting the September 2022 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported on the remaining building punch list items and the estimated timeline for their completion. Dovala reported that the outside canopy repair has been completed, and the sidewalks have been leveled. Yorks asked when the radiators were scheduled to be installed. Dovala replied that they should be installed the

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week of October 20. Yorks commented that the building facilitators should have training on all of the new building mechanicals. Dovala reported that a stripe of black textured paint has been painted on each of the steps, and it seems to be helping with visibility. Yorks noted that the last step seems to blend in with the grate. Dovala reported that the library received the Certificate of Occupancy for the building from the city, and it will be posted in a special placard.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the new PSA position is working well. Theresa DiAsio just switched to the PSA position from the Circulation Clerk position. Dovala reported that a committee has been formed to create new emergency procedures for the library. Dovala reported that Firelands Schools sent a thank you note to Adult Services Manager Melanie Presler and Youth Services Manager Nancy Tomek for visiting the school. Dovala reported that he attended OLC's Annual Convention with PR Manager Becky Denes. Dovala noted that most of the sessions he attended concentrated on rights issues. Dovala reported that the trial for the Gerstenberger Estate was supposed to start next week, but was pushed back because Huntington Bank hired new attorneys and asked for a continuance.

### NEW BUSINESS

Dovala reported that Circulation Manager Dorene Sweet has retired, and he passed around her resignation letter. Dovala thanked Sweet for all of her time and efforts over the years. Dovala will look into restructuring her position before filling it. Wachholz asked how the position might be restructured. Dovala replied that since the PSA position was created, a department manager may not be necessary, but a position with more HR responsibilities may be needed.

### GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Pinskey, to accept Resolution # R-22-10-4, approving the following gifts:

- \$500.00 from Klaus and Lucile Bauer
- \$1,0000 matching gift in honor of Rose Mihok Bendik's 100<sup>th</sup> birthday from Nordson.

All present voted in favor.

MOTION PASSED

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PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDINGS & GROUNDS - no report

Yorks asked if there have been any more invoices received for the building. Cioffi replied that there have not.

PERSONNEL -no report

A meeting was scheduled for Monday, October 17 at 4:30 p.m.

FINANCE & AUDIT -no report

A meeting was scheduled for Monday November 7 at 4:15 p.m. There was some discussion regarding Sunshine Laws and how they relate to committee meetings.

Teets asked if all of the Trustees completed their evaluation forms for Dovala and Cioffi. All but Wenger had, and she will bring them to the library on Thursday.

Alexander distributed flyers advertising an open house for Amherst Heritage House. Alexander explained the issue with the Gerstenberger Estate to the members of the public.

Teets reported that one Trustee application has been received so far. Dulmage explained the typical process for interviewing prospective Trustees. Dovala will send a letter to the Amherst Exempted Village School Board asking for Yorks to be reappointed to the Board.

There was some discussion regarding developing a Collection Development Policy.

Yorks motion to adjourn. The meeting adjourned at 6:37 p.m.

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President

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Attest