

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 14, 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, Katie Wenger, Darcy Teets, Jake Wachholz, and Jim Yorks were present. Stephanie Smith was absent. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager.

### MINUTES

Dulmage moved, seconded by Yorks, to accept Resolution # R-22-11-1, accepting the meeting minutes for the October 10, 2022, regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the October 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted the resolution to the adjusting factor on the September bank reconciliation. Cioffi reported on updated PLF projections for the remainder of the year and on the progress with the audit. Cioffi recommended a transfer of funds from the General Fund to the Building Fund. Wachholz moved, seconded by Alexander to accept Resolution # R-22-11-2, instructing the Fiscal Officer to transfer \$100,000.00 from the General Fund into the Building Fund. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Yorks, to accept Resolution # R-22-11-3, accepting the October 2022 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that most of the radiators have been installed, but there was an error that prevented all of them from being installed. Dovala gave an overview of the error and the solution. Dovala reported that the fall landscaping cleanup has been completed.

Dovala reviewed the proposed collection development policy and explained the need for having one in place. Wachholz moved, seconded by Alexander, to accept Resolution # R-22-11-4 approving the Collection Development Policy as presented. All present voted in favor.

MOTION PASSED

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### LIBRARY ADMINISTRATOR'S REPORT/NEW BUSINESS

Dovala reported that the high school contacted the library to see if there was an interest in having student volunteers. Dovala told them there was an interest, so volunteers will start coming in one hour per week. Dovala reported that there have been several incidents with unruly teens, lately. The Amherst police have been consulted and have handled at least one incident. The police will start doing regular walk-throughs, and the staff will receive additional training on how to handle and prevent incidents in the future.

Dovala reported that there used to be a Code of Conduct hanging up in the building before the remodel. The Code of Conduct has been revisited and updated. Dovala reviewed the updated Code of Conduct. Yorks moved, second by Wachholz, to accept Resolution # R-22-11-5, approving the Code of Conduct as presented. All present voted in favor.

MOTION PASSED

Dovala reported that the management team has been reviewing and updating the Circulation Manager job description. Dovala plans to post it in the next few weeks, with the hope of filling the position internally.

Teets asked if the black stripe that was painted on the entrance steps has alleviated the problem with people falling. Dovala reported that it has helped, but has not solved the problem entirely. There was discussion regarding the steps and possible solutions to improve visibility. Dovala will continue to investigate possible solutions and will document any correspondence with architects about the issue.

Wachholz left at 6:37 p.m.

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by Dulmage, to accept Resolution # R-22-11-6, approving the following gift:

- \$2,0000 from the Friends of the Amherst Public Library for the purchase of book club books

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

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### COMMITTEE REPORTS

BUILDINGS & GROUNDS - no report

### PERSONNEL

Dovala reviewed the Personnel Policy, noting three additions. Dulmage moved, seconded by Yorks, to accept Resolution # R-22-11-7, accepting the updated Personnel Policy as presented. All present voted in favor.

MOTION PASSED

Cioffi presented the updated salary chart for 2023, noting that the minimum salary on the chart has been adjusted up 5%. York moved, seconded by Dulmage, to accept Resolution # R-22-11-8, approving the 2023 Salary Chart as presented. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by Wenger, to accept Resolution # R-22-11-9, granting staff, including Dovala and Cioffi, an increase of 5% for each of the next two years, effective with the first pay in the new year for 2023 and 2024, except for those under their 90 day probationary period. Shelves that may fall under Ohio minimum wage will be adjusted to at least minimum wage for each year. All present voted in favor.

MOTION PASSED

Alexander reported that she will bring the contracts for Dovala and Cioffi to the December meeting.

There was some discussion regarding Board records and the need for a succession plan.

### FINANCE & AUDIT

Cioffi presented Temporary Appropriations for 2023. Yorks moved, seconded by Dulmage, to accept Resolution # R-22-11-10, approving 2022 Temporary Appropriations totaling \$2,544,575.00 distributed as follows: \$1,834,575.00 from the General Fund, consisting of \$1,089,375.00 in Salaries and Benefits; \$383,200.00 in Purchased and Contracted Services; \$327,000.00 in Library Materials and Information and Supplies; \$10,000.00 in Other Objects; and \$25,000.00 in Capital Outlay; \$350,000.00 from the Endowment Special Revenue Fund; and \$360,000.00 from the Building Fund. All present voted in favor.

MOTION PASSED

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Yorks asked if the library would be participating in the Main Street Amherst Christmas parade. Dovala confirmed the library would be participating.

Teets reported that Dovala's and Cioffi's evaluations were completed.

There was some discussion regarding interviews and scheduling for the open Trustee position. Teets will contact the applicants and schedule the interviews.

Yorks motion to adjourn. The meeting adjourned at 7:14 p.m.

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President

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Attest