

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

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

MINUTES

Wachholz moved, seconded by Dulmage, to accept Resolution # R-22-12-1, accepting the meeting minutes for the November 14, 2022, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the November 2022 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on the final PLF revenues for the year, the status of payments for the addition, and on projected carryover to next year. Cioffi noted the transfer of funds from the General Fund to the Building Fund on the financial reports. Wachholz moved, seconded by Wenger to accept Resolution # R-22-12-2, accepting the November 2022 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that after this week, the dividing wall in the community room is all that is left to be completed on the addition. Dovala reported that the A/V equipment has all been installed, and staff training is scheduled for this week. Dovala reported that he is obtaining a quote for adding texture and additional railings to the entry steps. Wachholz asked a question about the railing lights on the patio. Dovala responded that a part is defective and will be replaced. Dovala reported that Yorks was appointed for another term on the Board at the last meeting of the Amherst Exempted Village School District Board of Education.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that county library directors met last week and that two new directors will be starting in the county soon. Dovala reported that the United Way of Lorain County is starting an initiative to provide free menstrual products to those who need them. At this time, they are

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working with the county libraries to work out the specifics of the program. There was some discussion regarding the initiative.

NEW BUSINESS

Dovala reported that Alexander recommends increasing the rate of staff vacation accrual. Alexander reported that she was concerned about employee compensation after she read that the city of Amherst gave employees an 8.5% increase for 2023. She proposed eliminating the 20 hour per week requirement for earning vacation and sick leave, and increasing the overall accrual rate. The change will not cost the library much money and will be a nice benefit for the staff, especially those that currently do not receive paid leave. A proposed, updated Personnel Policy was distributed, and the changes were presented. Wachholz moved, seconded by Wenger, to accept Resolution # R-22-12-3, approving the updated Personnel Policy effective 12-25-2022, as presented. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Smith moved, seconded by Wachholz, to accept Resolution # R-22-12-4, approving the following gift:

- \$30 from the Radca Family in memory of Emily Vegh

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS none

Teets reported that he received another Trustee application. There was some discussion regarding the fact that the application was received after the deadline had passed. Teets will contact the applicant and schedule an interview on the same day as the other interviews, if possible.

Teets reported that he received a resignation letter from Alexander. Her last day on the Board is January 31, 2023.

Alexander motioned to adjourn. The meeting adjourned at 6:29 p.m.

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President

Attest