

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 13, 2023

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:46 p.m. Roll call: Darcy Teets, Elizabeth Hui, Jake Wachholz, Laura Dulmage, Katie Wenger, and Stephanie Smith were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager. Katie Wohlever was present from the public.

Notary Cioffi administered the oath of office to newly appointed Trustee Elizabeth Hui.

### MINUTES

Dulmage moved, seconded by Wenger, to accept Resolution # R-23-2-1, accepting the meeting minutes for the January 9, 2023. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the January 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library's AUP audit for the years 2020-2021 was released. Cioffi reported that the library received 3 stars on the State Auditor's Stars rating system for Sunshine Law compliance. Cioffi noted that she had completed all the necessary financial filings for 2022, including filing the 2022 financial reports with the Auditor of State. Wachholz moved, seconded by Dulmage to accept Resolution # R-23-2-2, accepting the January 2023 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that he received the generator specifications from the architects, and Simplified Facilities is getting quotes together for installing a generator. Dovala reported that the rails and treads on the front step were installed. No one has fallen since they were installed.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that two new employees were hired to fill the hours previously worked by Abigail Andino. Wachholz moved, seconded by Smith to accept Resolution # R-23-2-3, approving the hiring of Public Service Associates Bridgette McBride and Alexandria Vargo effective March 5, 2023. All present voted in favor.

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### MOTION PASSED

Dovala Reported that Technical Services Specialist Janet Overmyer will be retiring on April 29, 2023. Her position has been posted internally, and several employees have already applied. Dovala reported that the library started offering the streaming service Kanopy. The items on Kanopy are always available, and the library pays per use for the items watched. Dovala reported that AARP will be at the library on four Saturdays to provide tax preparation services. The appointments for the first three dates they will be at the library are already filled. The library will be collecting food for the Second Harvest food bank throughout February. Dovala noted that he had a meeting with the county directors and met the new directors from Ritter Public Library and Oberlin Public Library.

### NEW BUSINESS

Cioffi presented Permanent Appropriations for 2023. Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-2-4, approving 2023 Permanent Appropriations totaling \$2,847,933.41 distributed as follows: \$2,101,125.00 from the General Fund, consisting of \$1,116,875.00 in Salaries and Benefits; \$431,200.00 in Purchased and Contracted Services; \$343,000.00 in Library Materials and Information and Supplies; \$10,050.00 in Other Objects; \$25,000.00 in Capital Outlay; \$150,000.00 in Transfers Out; and \$25,000 in Contingency; \$376,808.41 from the Endowment Special Revenue Fund; and \$370,000.00 from the Building Fund. Roll call vote: Teets, Hui, Wachholz, Wenger, Dulmage, Smith, ALL AYES.

### MOTION PASSED

Dovala reported that he will be on vacation at the time of the April and June Board meetings. The Board decided to cancel the April Board meeting and to decide about holding the June meeting in May. Teets reported that he will miss the March Board meeting. Wenger will chair the meeting in Teet's absence.

### GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Hui, to accept Resolution # R-23-2-5, approving the following gifts:

- \$100.00 from Judy Alexander and Bill
- In memory of Ron Gambish:
  - \$25.00 from The Gelenius Family

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- In memory of Sue Chambers:
  - \$25.00 from Powers Teachers
- In memory of Kathryn L. Whyte:
  - \$25.00 from Pam Fox
  - \$25.00 from Joan McCourt
  - \$20.00 from Tom Kreiser
  - \$25.00 from Chris & Jim McCourt
  - \$100.00 from Mindy & Tom Berthold
  - \$200.00 from Rick & Cindy Reighly

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Katie Wohlever commented that she has been working with the Amherst Historical Society, and they are eager to continue their relationship with the library. Wohlever reported that this year is the Amherst Historical Society's 50<sup>th</sup> anniversary, and there will be lots of fun and educational activities coming up. Wohlever talked about a big military encampment program that will take place over the June 17<sup>th</sup> weekend. Wohlever commented that she loves the library.

COMMITTEE REPORTS none

Hui reported that she plans on attending OLC's upcoming Trustee Workshop. Hui also reported that she plans on attending the Friends of the Amherst Public Library's meeting, noting that Alexander used to attend when she was on the Board.

Dulmage motioned to adjourn. The meeting adjourned at 6:15 p.m.

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President

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Attest