

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 8, 2023

Regular

Vice President Katie Wenger called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:52 p.m. Roll call: Laura Dulmage, Katie Wenger, Elizabeth Hui, Jake Wachholz, and Stephanie Smith were present. Darcy Teets and Jim Yorks were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

MINUTES

Dulmage moved, seconded by Wachholz, to accept Resolution # R-23-5-1, accepting the meeting minutes for the March 13, 2023, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the March and April 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed property tax revenues and noted that expenditures are appropriate for this time of year. Cioffi reported she fulfilled this year's continuing education requirement by attending OLC's Fiscal Officer Conference. Wachholz moved, seconded by Dulmage to accept Resolution # R-23-5-2, accepting the March 2023 and April 2023 Financial Reports. All present voted in favor.

MOTION PASSED

Cioffi reviewed the 2024 budget process. Hui moved, seconded by Dulmage, to accept Resolution # R-22-5-3, to approve the 2024 Tax Budget (copy attached) and to forward it to the proper authorities. Roll call vote: Dulmage, Wenger, Hui, Wachholz, Smith, ALL AYES.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that part of the landscaping is still a mess due to the irrigation system being damaged during construction. Repairs are scheduled, and Turner Construction will pay the costs associated with the repairs.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the staff had been awesome during construction and with learning the added PSA job duties. As part of the new PSA job duties, all PSAs have been put in charge of a certain responsibly or part of the

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collection. Dovala noted it has been really gratifying to watch them take over their special responsibilities.

NEW BUSINESS

Dovala reported that with the addition, the library needs to create new emergency procedures. A group was created to draft the new procedures. Once finished, they will be presented to the staff at Staff Development Day in the fall.

Dovala reported that since each desk has slightly different responsibilities, 3 procedure manuals were created. Dovala credited PSA Jessica Dovel with doing most of the legwork necessary to put together the 3 manuals.

Dovala reported that there were a couple of incidents at the library that triggered the need to edit 2 library policies. Dovala reviewed an addition to the library's Code of Conduct. Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-5-4, approving the revised Code of Conduct as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala reviewed a change to the age in the library's Unattended Minors policy. Wachholz moved, seconded by Hui, to accept Resolution # R-23-5-5, approving the revised Unattended Minors Policy as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala reported that he attended OLC's Legislative Day on April 26 with Cioffi and PR Manager Becky Denes. Dovala reported that although there were not individual meetings with our representatives, there was a large group present advocating for library funding.

Dovala gave an update to the Valeria Gerstenburger Estate case. Legal Council Greg Peltz advised that the case is still in mediation, but it could be settled quickly. Depending on the timing of a possible settlement, it may be necessary to call a Special Board meeting to discuss the case.

Dovala reported that he was originally planning on missing the June Board meeting, but his plans changed, and he will now be missing the July Board meeting instead.

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Dovala reported that PLA's biennial conference will take place in Columbus, next year. Because it is such a good educational and networking opportunity, Dovala would like to close the library for a day during the conference, and take the whole staff to the conference for Staff Development day. Dovala will have more information as the conference gets closer.

Cioffi explained that STAR Ohio has implemented a new signatory requirement, and in order to comply, the library must add a second signer to our accounts. Wachholz moved, seconded by Hui, to accept Resolution # R-23-5-6, authorizing Cioffi to add Don Dovala as an authorized signer on the library's STAR Ohio Accounts. Roll call vote: Dulmage, Wenger, Hui, Wachholz, Smith, ALL AYES.

MOTION PASSED

GIFTS & CORRESPONDENCE

none

PUBLIC COMMENTS

none

COMMITTEE REPORTS

none

Wachholz motioned to adjourn. The meeting adjourned at 6:21 p.m.

President

Attest