

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 14, 2023

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:45 p.m. Roll call: Darcy Teets, Laura Dulmage, Elizabeth Hui, Jake Wachholz, 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. Attorney Greg Peltz was present from the public.

### MINUTES

Dulmage moved, seconded by Smith, to accept Resolution # R-23-8-1, accepting the meeting minutes for June 12, 2023 regular meeting. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Hui, to accept Resolution # R-23-8-2, to enter Executive Session at 5:46 p.m. to hold conference with legal counsel regarding pending court action. Roll call vote: Teets, Dulmage, Hui, Wachholz, Wenger, Smith, ALL AYES.

MOTION PASSED

The Board returned from the executive session at 6:19 p.m. via motion by Smith, seconded by Wachholz.

Wachholz moved, seconded by Smith, to accepted Resolution # R-23-8-3, approving the terms of the Settlement Agreement from the Gerstenburger Estate Trust. Roll call vote: Teets, Dulmage, Hui, Wachholz, Wenger, Smith, ALL AYES.

MOTION PASSED

Peltz left the meeting at 6:26 p.m.

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the June and July 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library received an Amended Certificate of Estimated resources for 2023 and reviewed revenue projections for 2024. Wachholz moved, seconded by Dulmage to accept Resolution # R-23-8-4, accepting the June and July 2023 Financial Reports. All present voted in favor.

MOTION PASSED

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OLD BUSINESS none

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported Summer Reading was successful. Children were awarded 673 book prizes, teens were awarded 184 book prizes, and 244 adults participated. Dovala reported that the outreach department visited 20 homes and 33 facilities in July. Dovala noted that 113 faxes were sent by patrons in July.

Dovala reported that Wachholz had a good idea to install a weather station that allows patrons to view weather data on a display screen. Dovala noted that he likes the idea and is currently shopping available systems.

Dovala reported that Tech Services PSA Caryna Geyer has resigned. Dovala commented that he is sad to see her leave, but she was offered a good opportunity. Dovala thanked Geyer for her time.

Dovala reported that OLC held a Small Library Division meeting at the library last week. Directors from seven libraries attended and met with OLC's Executive Director Michelle Francis.

Dovala reported that the annual OLC Convention is taking place at the end of September. Dovala and 2-3 PSAs will be attending. Dovala noted that he had previously mentioned sending the entire staff to PLF next year. After looking at the time commitment involved, he is not sure if it is feasible, but he will try to send as many staff members as possible.

Dovala reported that the library's 3-year Strategic Plan is up at the end of the year. Staff will work on developing a new one. Dovala hopes to include non-management staff in the process.

Dovala reported that the price for trash service had increased significantly. Dovala and Cioffi were able to negotiate a better rate for service. Dovala reported that the two public paper recycling dumpsters will be removed in 6-8 weeks. The service from the company was very poor, causing trash and paper to be left in the parking lot.

NEW BUSINESS none

GIFTS & CORRESPONDENCE

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Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-8-5, approving the following gifts:

- \$50.00 from Judy Alexander in memory of Roger Hume
- \$50.00 from Patricia Parsons Cole and Kimberly Cole in memory of Roger Hume
- \$25.00 from Frank and Erna Kodman in memory of Roger Hume
- \$115.00 from Louise Tim, Mike Skimin and family, Lori and Rick Garcia, Valerie Jones, and Jen Haas in memory of Roger Hume
- \$50.00 from Phyllis VanKerkhove in memory of Donna Witherow
- \$100.00 from Adele Kee in memory of Donna Witherow
- \$50.00 from Peggy Rogerson in memory of Donna Witherow
- \$100.00 from Reda Trumbo in memory of Donna Witherow
- \$25.00 from Margaret Pekala in memory of Donna Witherow
- \$50.00 from friends of the Donna Witherow family in memory of Donna Witherow
- \$25.00 from Kathy Sheridan in memory of Donna Witherow

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS none

COMMITTEE REPORTS none

Teets reported that he will distribute the Library Administrator and Fiscal Officer Evaluation forms at the next meeting. A Personnel Committee meeting was scheduled for September 11, 2023 at 5:00 p.m.

Wenger noted that she will miss the next meeting.

Wachholz motioned to adjourn. The meeting adjourned at 6:49 p.m.

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President

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Attest