

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 12, 2023

Regular

Vice President Katie Wenger called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:50 p.m. Roll call: Jake Wachholz, Katie Wenger, Elizabeth Hui, and Stephanie Smith were present. Darcy Teets, Laura Dulmage, and Jim Yorks were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

MINUTES

Wachholz moved, seconded by Hui, to accept Resolution # R-23-6-1, accepting the meeting minutes for the May 8, 2023, Records Commission meeting and the May 8, 2023 regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the May 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the 2024 Budget Request was submitted to the County Auditor, and the Ohio Historical Society and the Ohio Auditor of State approved the changes to the library's Records Retention Schedule.

Wachholz moved, seconded by Smith to accept Resolution # R-23-6-2, accepting the May 2023 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that repair to the irrigation system has been completed. Dovala reported that the 11-month completion walkthrough with HBM and Turner Construction is scheduled for tomorrow. During the walkthrough, Dovala will review the final punch list with them.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library is participating in Main Street Amherst's monthly Walkin' on Wednesday program again this year. The library will have a tent set up downtown with flyers to distribute.

Dovala reported that the Friends of the Amherst Public Library's spring book sale was successful. Dovala noted that the volunteers did a great job.

Dovala reported that Laurie Laubacher and the Friends of the Amherst Public Library worked with Youth Services Manager Nancy Tomek to apply

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for a grant for the Summer Reading program from Dollar General. The \$2,000.00 grant was awarded to the library in May.

Dovala reported that State Representative Joe Miller held office hours at the library on May 11, 2023.

NEW BUSINESS

Dovala noted that the Board approved purchasing library logo shirts for staff members several years ago. Since there are many new staff members, Dovala asked if the Board would consider purchasing new shirts for the staff. Wachholz moved, seconded by Smith, to accept Resolution # R-23-6-3, approving the purchase of a new library logo shirt for each staff member. All present voted in favor.

MOTION PASSED

Dovala noted that the library has been closed on Sundays since COVID. Dovala explained that he thinks the library should remain closed on Sundays and reviewed his reasons, including public needs and staffing implications. There was some discussion. Smith moved, seconded by Hui, to accept Resolution # R-23-6-4, to remove Sunday hours from the library's hours of operations. All present voted in favor.

MOTION PASSED

Dovala reviewed a proposed change to the Solicitation of Signatures Policy, noting that the previously designated solicitation area no longer exists due to the library's addition. Wachholz moved, seconded by Smith, to accept Resolution #R-23-6-5, approving the Solicitation of Signatures Policy, as amended (copy attached). All present voted in favor.

MOTION PASSED

Dovala read a Letter to the Editor that a patron wrote complaining about several magazine titles in the library. Dovala reviewed the policies and processes for handling complaints about materials. There was additional discussion. Dovala noted that several patrons expressed their support of the library in regards to the letter.

GIFTS & CORRESPONDENCE

Wenger moved, seconded by Wachholz, to accept Resolution # R-23-6-6, approving the following gifts:

- 9 folding tables from Judy Alexander and Bill Strohm

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- An outside bench from the Amherst Leo Club
- A Bluey character was hired for a children's program from the Friends of the Amherst Public Library (valued at \$275.00)

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

none

Dovala reported that he will be on vacation in July at the time of the Board meeting. Wachholz moved, seconded by Smith, to accept Resolution #R-23-6-7, cancelling the July Board meeting. All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS

none

Dovala commented that he would like to schedule a Personnel Committee meeting in the future.

Wenger motioned to adjourn. The meeting adjourned at 6:23 p.m.

President

Attest