

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 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: Elizabeth Hui, Darcy Teets, Laura Dulmage, Jim Yorks, Katie Wenger, Jake Wachholz, and Stephanie Smith were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager. Elizabeth Fought was present from the public.

PUBLIC COMMENTS

Elizabeth Fought commented that her family loves the library and that she came to the meeting to share information about Issue 10 that will be on the November 7th ballot. Fought explained that Issue 10 is a replacement of an existing permanent improvement levy for Amherst Exempted Village School District. If passed, it will be used to fund a new bus garage and stadium and athletic facilities upgrades. Fought noted that if passed, the levy would cost \$4.52 per month for a house valued at \$100,000. Fought asked that the Trustees consider voting for Issue 10 and answered questions from the Trustees. Fought thanked the Board and the library for all that they do and left the meeting.

MINUTES

Smith moved, seconded by Dulmage, to accept Resolution # R-23-10-1, accepting the meeting minutes for the September 11, 2023 regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the September 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), Cioffi reported that the Auditor of State approved the Gerstenberger Special Revenue Fund and the fund has been opened as reflected in the Fund Status report. Cioffi reported that she opened a new Star Ohio account for the Gerstenberger Special Revenue Fund. Cioffi reported that the Ohio minimum wage for 2024 will be \$10.45 per hour. Cioffi noted that the library has received the 2024 Certificate of Estimated Resources from the County Auditor. Cioffi presented the resolution accepting the tax rates for 2024.

Yorks moved, seconded by Wachholz, to accept Resolution # R-23-10-2, accepting the September 2023 Financial Reports. All present voted in favor.

MOTION PASSED

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Yorks moved, seconded by Dulmage, to accept Resolution # R-23-10-3 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Hui, Teets, Dulmage, Yorks, Wenger, Wachholz, Smith, ALL AYES.

MOTION PASSED

OLD BUSINESS

Dovala presented the revised Personnel Policy, as discussed at last month's meeting. Wachholz moved, seconded by Hui, to accept Resolution # R-23-10-4 approving the revised Personnel Policy effective October 9, 2023. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that he would like to review all the library's policies, including the Board Bylaws in the coming year. Dovala noted that a limit for public comment could be added to the Bylaws. Dovala reported that he will move Public Comments to the beginning of the Board meeting agenda going forward.

Dovala noted that he does not have a written report, due to being out sick last week. Dovala reported that he attended the OLC Annual Convention with PSA's Kelly Mantin and Jessica Dovel. Dovala noted that they both enjoyed attending the Convention and got a lot out of it. Dovala reported that other staff members are excited to attend future conferences. Dovala reported that many of the sessions at the Convention focused on challenges in libraries. Yorks noted that it might be a good time to review the library's mission as well.

Dovala reported that Representative Joe Miller was at the library and read books to kids. Dovala noted that the kids enjoyed the program. Dovala reported that the public services supervisors worked together to complete the reviews for all the PSAs. Dovala will give the reviews to each PSA in the coming weeks. Dovala reported on new hires. Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-10-5 approving the following new hires:

- Shelper Sierra Del Turco, effective 9-18-2023
- Shelper Quinn Hoopes, effective 10-4-2023
- PSA Erica Roelke, effective 9-25-2023

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All present voted in favor.

MOTION PASSED

Dovala reported that west side of the sandstone building will need to be dug up to look for cracks that may be causing water seepage. Yorks reviewed possible causes and remedies.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Smith, to accept Resolution # R-23-10-6, approving the following gifts:

- \$2,000.00 from the Friends of the Amherst Public Library
- \$50.00 from John and Laurie Wilson in memory Donna Grace Witherow
- \$50.00 from Sue Sloan in memory of Donna Grace Witherow

All present voted in favor.

MOTION PASSED

Dovala noted that Wachholz's term on the Board is up at the end of the year. Wachholz indicated that he would like to remain on the Board for a second term as Trustee.

PUBLIC COMMENTS none

COMMITTEE REPORTS

BUILDING COMMITTEE

Dovala reported that he received the final change order report for the addition and should receive the final invoice soon.

PERSONNEL COMMITTEE

Teets noted that he will compile the evaluations for Dovala and Cioffi and meet with them next week to discuss.

FINANCE COMMITTEE

Cioffi noted that she will email Temporary Appropriations to the Committee, and they can schedule a committee meeting if they would like to discuss them.

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Dovala talked briefly about Halloween and the 2024 eclipse at the library. Dovala reported that the library will be participating in Main Street Amherst's Christmas Parade, noting that the new staff members are excited to march in the parade.

Yorks motioned to adjourn. The meeting adjourned at 6:32 p.m.

President

Attest