

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 11, 2023

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:47 p.m. Roll call: Jake Wachholz, Darcy Teets, Laura Dulmage, Elizabeth Hui, 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.

PUBLIC COMMENTS none

MINUTES

Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-12-1, accepting the meeting minutes for the November 13, 2023 regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICER'S REPORT

Fiscal Officer Cioffi reviewed the November 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), Cioffi reported on the final PLF revenues for the year, the final payment for the addition, and on projected carryover to next year. Cioffi noted the transfer of funds from the General Fund to the Building Fund on the financial reports. Smith moved, seconded by Dulmage, to accept Resolution # R-23-12-2, accepting the November 2023 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the fence on the north side of the parking lot will not be able to be replaced this year. It has been secured for winter and will be replaced next year. Dovala reported that Adult Services Manager Melanie Presler organized the library's participation in Operation Gratitude. The library sent over 1,200 cards to Operation Gratitude, with 1,000 of those coming from the students of Amherst Exempted Village School District.

Dovala explained that he will begin highlighting a staff member each month. This month, he highlighted the activities of PSA Carol Hayward. In addition to working the public service desks as a PSA, Hayward also heads the library's outreach department. In November, Hayward delivered materials to 21 homes, 18 patrons in adult care facilities, and 8 childcare facilities. In addition, Hayward processes Interlibrary Loans for library patrons. Dovala noted that Hayward does a great job.

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Dovala reported that the library participated in Main Street Amherst's Miracle on Main Street parade. The library had about 15 people marching in the parade.

Dovala presented the proposed 2024-2026 Strategic Plan, noting that it was drafted by the management team and PSA Sarah Schmitkons. Dovala answered questions from the Trustees about items in the plan. Wachholz moved, seconded by Hui, to accept Resolution # R-23-12-3, approving the 2023-2026 Strategic Plan as presented. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Dulmage, to accept Resolution # R-23-12-4, approving the following gift:

- \$500.00 from James S. Witherow in memory of Donna Grace Witherow.

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Wachholz motioned to adjourn. The meeting adjourned at 5:59 p.m.

President

Attest