

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2023

Regular

Vice President Katie Wenger called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:47 p.m. Roll call: Jake Wachholz, Jim Yorks, Katie Wenger, Laura Dulmage, Elizabeth Hui, and Stephanie Smith were present. Darcy Teets was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

MINUTES

Yorks moved, seconded by Hui, to accept Resolution # R-23-11-1, accepting the meeting minutes for the October 9, 2023 regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the October 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), Cioffi reported that the distribution from the Gerstenberger Estate Trust has been received and is reflected in the financial reports. Cioffi reported on expected General Fund carryover and recommended making a transfer from the General Fund to the Building Fund. Yorks moved, seconded by Dulmage to accept Resolution # R-23-11-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$175,000.00 from the General Fund into the Building Fund. Roll call vote: Wachholz, Yorks, Wenger, Dulmage, Smith, Hui, ALL AYES.

MOTION PASSED

Cioffi presented Temporary Appropriations for 2024. Yorks moved, seconded by Dulmage, to accept Resolution # R-23-11-3, approving 2024 Temporary Appropriations totaling \$2,409,995.00 distributed as follows: \$1,879,995.00 from the General Fund, consisting of \$1,107,845.00 in Salaries and Benefits; \$412,200.00 in Purchased and Contracted Services; \$350,000.00 in Library Materials and Information and Supplies; and \$9,950.00 in Other Objects; \$205,000.00 from the Endowment Special Revenue Fund; \$25,000.00 from the Gerstenberger Estate Special Revenue Fund; and \$300,000.00 from the Building Fund. Roll call vote: Wachholz, Yorks, Wenger, Dulmage, Smith, Hui, ALL AYES.

MOTION PASSED

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2023

Regular

Cioffi reported that the 2024 Salary chart has been updated to reflect the new Ohio minimum wage of \$10.45 for 2024. Cioffi noted that two staff members have reached the top of their salary range. Yorks moved, seconded by Wachholz, to accept Resolution # R-23-11-4, approving the 2024 Salary Chart effective 12-24-2023, as presented. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Yorks, to accept Resolution # R-23-11-5, accepting the October 2023 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Simplified Facilities received quotes for foundation repair on the 1906 building. The repairs will cost approximately \$25,000.00 and will be completed in the spring. Dovala reported that the fence on the north side of the parking lot will be replaced this year. Dovala answered questions regarding the foundation and fence repairs. Dovala reported that he received the final documents associated with the addition. The final invoice for the project should come next week. Dovala noted that a draft strategic plan will be presented at the next meeting. Dovala reported that the two leaks in the roof have been repaired. The library will be marching in the Main Street Amherst Christmas parade. Dovala reported that he requested that the Amherst Exempted Village School Board reappoint Wachholz to the library Board. Dovala noted that six staff members registered for the PLA Conference next year. Two more staff members are expected to attend as well.

Dovala reported that an anonymous donor donated a second AED unit for the library. There will be a unit on each floor. Yorks asked about maintenance and staff training for the units. Dovala replied that Mary Geer handles the replacement of the units' components as needed and indicated the staff will be trained on using the units next year. Wachholz asked if the library has any liability related to the units. Dovala answered that there is no liability for the library under good Samaritan laws.

Dovala reported that the Friends of the Amherst Public Library just held their fall book sale. Dovala indicated that he did not have any numbers from the Friends, but it seemed to be well attended. Dovala reported that Amherst Rotary will have choirs from Amherst and Firelands high schools do a music program at their meeting. The library will host the program.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 13, 2023

Regular

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Yorks, to accept Resolution # R-23-11-6, approving the following gifts:

- \$7,558.20 from Huntington National Bank
- \$200.00 from Kurt and Jackie Mellen in memory of Lucile Hall
- \$100.00 from Cheryl Koshar, Michelle Hujar, John and family in memory of Lucile Hall
- \$100.00 from Ron and Chris Jacobs in memory of Lucile Hall

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS
BUILDING COMMITTEE

Dovala noted that now that the library addition has been opened and used for over a year, staff will look into tweaking a few features that need improving.

PERSONNEL COMMITTEE none

FINANCE COMMITTEE none

Yorks motioned to adjourn. The meeting adjourned at 6:09 p.m.

President

Attest