

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 8, 2024

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

PUBLIC COMMENTS none

MINUTES

Smith moved, seconded by Dulmage, to accept Resolution # R-24-1-1, accepting the meeting minutes for the December 11, 2023, regular meeting and the 2023 Organizational meeting held on December 11, 2023. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the December 2023 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on the year's final revenue, expenditure, and carryover totals and answered questions. Yorks moved, seconded by Smith to accept Resolution # R-24-1-2, accepting the December 2023 Financial Reports. All present voted in favor.

MOTION PASSED

Cioffi reported that the Lorain County Auditor will be transitioning to electronic payments for county settlement funds. Jim Yorks moved, seconded by Stephanie Smith, to accept Resolution # R-24-1-3, accepting the electronic receipt of funds from the Lorain County Auditor and Lorain County Treasurer and authorizing Fiscal Officer Kristin Cioffi to share Amherst Public Library's bank account information with the Lorain County Auditor and to make changes on behalf of Amherst Public Library to the bank account where ACH funds from the Lorain County Auditor or Lorain County Treasurer will be settled. Roll call vote: Yorks, Wenger, Teets, Dulmage, Wachholz, Hui, Smith, ALL AYES.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library passed out New Year's Eve kits to patrons in December. Over 600 people from over 100 families participated.

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Dovala highlighted Adult Services Manager Melanie Presler this month. Presler has worked at the library for 26 years. Presler started out in Reference and was promoted to Adult Services Manager in 2014. Presler oversees Adult Fiction, Adult Non-fiction, Large Print, the Business Center, and the reference training of the PSAs. Dovala noted that Presler does a great job and works well with the staff.

Dovala recommended closing the library on the day of the eclipse, noting that many staff members live outside of Amherst and may have trouble with their commute. Dovala noted that the April Board meeting is scheduled for the day of the eclipse. Smith moved, seconded by Wenger, to accept Resolution # R-24-1-4, closing the library on April 8, 2024 and paying all scheduled staff for their regularly scheduled hours, and cancelling the April 2024 Board meeting. All present voted in favor.

MOTION PASSED

Dovala reported that the damaged table by the front windows will be replaced. When the installers bring the replacement table, they will also check all the other tables for issues.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS

BUILDING COMMITTEE

Yorks asked about the status of the delay in replacing the rusted fence. Dovala replied that it will be replaced in early Spring. Yorks asked if the Building project has been closed out. Cioffi confirmed that the final payment was submitted.

PERSONNEL COMMITTEE none

FINANCE COMMITTEE none

Yorks motioned to adjourn. The meeting adjourned at 6:06 p.m.

President

Attest