

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 12, 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: Elizabeth Hui, Laura Dulmage, Darcy Teets, Jake Wachholz, 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

Dulmage moved, seconded by Hui, to accept Resolution # R-24-2-1, accepting the meeting minutes for the January 8, 2024, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the January 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that she had completed the necessary financial filings for 2023 and reviewed 2023 Financial Summary reports. Cioffi presented Permanent Appropriations for 2024. Hui moved, seconded by Dulmage, to accept Resolution # R-24-2-2, approving 2024 Permanent Appropriations totaling \$2,796,471.59 distributed as follows: \$2,120,255.00 from the General Fund, consisting of \$1,159,605.00 in Salaries and Benefits; \$421,200.00 in Purchased and Contracted Services; \$354,500.00 in Library Materials and Information and Supplies; \$9,950.00 in Other Objects; and \$175,000.00 in Transfers Out; \$221,216.59 from the Endowment Special Revenue Fund; \$110,000.00 from the Gerstenberger Estate Special Revenue Fund; and \$345,000.00 from the Building Fund. Roll call vote: Hui, Dulmage, Teets, Wachholz, Wenger, Smith, ALL AYES.

MOTION PASSED

Smith moved, seconded by Wachholz to accept Resolution # R-24-2-3, accepting the January 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the damaged table in the Large Print section has been replaced. All of the other tables were tested, and one more may need to be replaced. Dovala noted that the architects confirmed the tables are all BIFMA compliant.

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Dovala reported that when the PSA position was created, each staff member was given specific duties. The managers have reviewed and allocated the duties to make sure that they are divided equitably. Dovala reported that PSA Alex Vargo resigned to take a position at Case Western Reserve University's Kelvin Smith Library. Dovala noted that she was a great employee, and he is happy for her opportunity. Dovala reported that the electrical floor outlets in the large meeting room are malfunctioning. The original installers will be at the library on Friday to investigate the issue. Dovala noted that AARP will be at the library on Saturdays to do tax preparation for patrons.

Dovala highlighted PSA Vicki Turner this month. Turner has worked at the library for 26 years. Turner started out in Circulation and is currently a PSA. Turner purchases Children's DVDs and Holiday books and helps with circulating hotspots. Dovala noted that Turner is a great asset to the library.

Dovala circulated the monthly program calendar to the Trustees and encouraged everyone to check out the Tiny Art Show currently on display.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Wenger, to accept Resolution # R-24-2-4, accepting the following gifts:

- \$15.00 from Julie Mannarelli
- \$25.00 from Powers Retired Teachers in memory of Julia Renee McCormack

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Dulmage motioned to adjourn. The meeting adjourned at 6:00 p.m.

President

Attest