

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 11, 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: Laura Dulmage, Darcy Teets, Elizabeth Hui, Jim Yorks, Katie Wenger, and Jake Wachholz were present. Stephanie Smith arrived later as noted. 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-24-3-1, accepting the meeting minutes for the February 12, 2024, regular meeting. All present voted in favor.

MOTION PASSED

Smith arrived at 5:46 p.m.

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the February 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that the Appropriation Status Report incorporates permanent appropriations as passed in February. Dulmage moved, seconded by Yorks to accept Resolution # R-24-3-2, accepting the February 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the electricity in the meeting room is fixed. Dovala noted that one electric jumper went out, causing the other outlets to fail. Dovala reported that the replacement of the fence in the parking lot will be started this Wednesday. Dovala reported that the foundation work on the Carnegie building started today and should be completed by the end of the week. The area will be landscaped after the work is complete. Dovala answered questions about the foundation project.

Dovala reported that the Lorain County Metroparks donated a \$75 gift card to the library's summer reading program. Dovala reported that he and Cioffi met with the Amherst Historical Society to discuss a partnership and to see if there is any equipment that the library could purchase that they would be able to utilize, too. Dovala noted that OLC's Legislative Day will be in April. Cioffi and PR Manager Becky Denes will

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attend the event. The library distributed over 1000 eclipse glasses for the upcoming total solar eclipse. Dovala reported that the library is looking into doing a butterfly program.

Dovala highlighted Technical Services Manager Mary Geer this month. Geer has worked at the library for 23 years. She was promoted to Technical Services Manager in 2008. The Technical Services department duties include placing departmental orders, processing materials, adding records to the catalog, and ordering supplies. Dovala noted that Geer does a great job and gets along with everyone.

Dovala explained that the library wants to make sure that all of the PSAs are well trained. A survey was sent to the PSAs to see how well the staff know the library's digital products and to pin point areas where staff need additional training. The library plans to continue sending out surveys and offering training for staff.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Dulmage, to accept Resolution # R-24-3-3, accepting the following gifts:

- \$25.00 from Julie Mannarelli
- \$100.00 from Darcy and Kaye Teets in memory of Walter McDowell
- \$100.00 from Judy Alexander and Bill Strohm in memory of Walter McDowell
- \$20.00 from anonymous

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Yorks commented that he recently attended a meeting at Elyria Public Library's main branch and noticed that they have a wall with pictures of old library Trustees. Dovala noted that he is looking into adding a plaque to the library listing former Trustees.

Dovala reminded the Board that there is no meeting in April.

Wachholz motioned to adjourn. The meeting adjourned at 6:08 p.m.

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President

Attest