

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 13, 2024

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:48 p.m. Roll call: Laura Dulmage, Katie Wenger, Darcy Teets, Elizabeth Hui, and Jake Wachholz were present. Jim Yorks arrived later as noted. Stephanie Smith was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

PUBLIC COMMENTS

none

MINUTES

Wachholz moved, seconded by Hui, to accept Resolution # R-24-5-1, accepting the meeting minutes for the March 11, 2024, regular meeting. All present voted in favor.

MOTION PASSED

Jim Yorks arrived at 5:49 p.m.

FISCAL OFFICERS REPORT

Cioffi reviewed the 2025 budget process. Wachholz moved, seconded by Dulmage, to accept Resolution # R-24-5-2, to approve the 2025 Tax Budget (copy attached) and to forward it to the proper authorities. Roll call vote: Dulmage, Wenger, Teets, Hui, Wachholz, Yorks, ALL AYES.

MOTION PASSED

Cioffi reviewed information regarding the library's credit card, including the compliance officer and rewards redemption. Yorks moved, seconded by Dulmage, to accept Resolution # R-24-5-3, appointing Library Administrator Don Dovala as Credit Card Compliance Officer effective immediately. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Hui, to accept Resolution # R-24-5-4 approving the Fiscal Officer's Credit Card Rewards report stating that the library redeemed credit card rewards in the form of a \$2,113.58 statement credit on the statement closing May 5, 2024. All present voted in favor.

MOTION PASSED

Hui moved, seconded by Wenger, to accept Resolution # R-24-5-5 authorizing the Fiscal Officer to apply for a new Huntington Bank credit card for the library. All present voted in favor.

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MOTION PASSED

Fiscal Officer Cioffi reviewed the March and April 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reviewed property tax and PLF revenues. Cioffi reported that she fulfilled this year's continuing education requirement by attending OLC's Fiscal Officer Conference. Wachholz moved, seconded by Hui to accept Resolution # R-24-5-6, accepting the March 2024 and April 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported on the retirements of Technical Services Manager Mary Geer and Circulation Assistant Becky Dolinar. Dovala noted that both employees did a great job and will be missed.

Dovala reported that PSA Sarah Schmitkons is being promoted to Technical Services Manager to replace Mary Geer. Two PSA will be hired to replace Schmitkons and Dolinar. Dovala reported that the PSAs have been using older desks that were not replaced during the addition/remodel. Dovala explained that with the changes in job responsibilities for PSAs, the older desks no longer fulfill the needs of the library. Dovala is working with a library furniture vendor to design desks that will better met the needs of the library.

Dovala reported that several staff members attended the PLA Conference in Columbus, noting that it was nice to network and talk with librarians from all over the country. Dovala reported that Cioffi and PR Manager Becky Denes attended OLC's Legislative Day. Along with representatives from other Lorain County libraries, they met with State Representatives Joe Miller and Gayle Manning, and State Senator Nathan Manning.

Dovala reported that the landscaping around the Carnegie portion of the building will begin in June. Dovala reported that Cioffi investigated and selected a weather station for the library, and he will talk to the building facilitators regarding installation options. Dovala noted that the roof leak has finally been repaired. Dovala reported that the county library directors are planning a Trustee get-together for the fall.

GIFTS & CORRESPONDENCE

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Wachholz moved, seconded by Yorks to accept Resolution # R-24-5-7, accepting the following gift:

- \$50.00 from Carol Kussai in memory of Robin Hunker

All present voted in favor.

MOTION PASSED

Dovala reported that the Friends of the Amherst Public Library did an amazing job with their Spring Book Sale.

COMMITTEE REPORTS

none

Wachholz motioned to adjourn. The meeting adjourned at 6:28 p.m.

President

Attest