

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 8, 2024

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:47 p.m. Roll call: Laura Dulmage, Katie Wenger, Darcy Teets, Jake Wachholz, Elizabeth Hui, 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

Smith moved, seconded by Hui, to accept Resolution # R-24-7-1, accepting the meeting minutes for the June 10, 2024, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the June 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library's credit card application was denied due to not having any accounts at the bank. Cioffi gave updates regarding PLF revenues, the 2025 Budget, and explained an inflating bank error on the June Bank Reconciliation. Teets asked if there was any information on when the library's audit would start. Cioffi responded that she has not been contacted by the Auditor's office, yet. Cioffi noted that she will be on vacation in August and will miss the August Board meeting. Wachholz moved, seconded by Smith to accept Resolution # R-24-7-2, accepting the June 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala requested that the Board cancel the August Board meeting, noting that there would not be any pressing business. Dulmage moved, seconded by Wachholz, to accept Resolution # R-24-7-3, cancelling the August 2024 Board meeting. All present voted in favor.

MOTION PASSED

Dovala reported that Sarah Schmitkons has officially taken over as Technical Services Manager and is doing a great job. Circulation Manager Abigail Andino will be leaving to move to Germany in August. PSA Bridgette McBride was promoted to replace her. The library is currently looking to hire a PSA replacement for McBride.

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Dovala reported that the Summer Reading Fair will be held in a couple of weeks and to let him know if anyone wants to help out. A Lorain County Trustees meeting has been scheduled on October 3rd from 6:00-8:00 p.m. Dovala will email more information closer to the date. Dovala reported that the irrigation system repairs have been completed. The weather station is at the library and will be installed once a location has been decided on. Dovala and Mike Sherril of Simplified Facilities met with a painter and obtained a quote for repainting the DeLloyd and Gerstenberger rooms and refinishing the baseboards. The job will cost about \$3,200.00. There was some discussion regarding Andino's leaving and her pending nuptials.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS none

Wachholz motioned to adjourn. The meeting adjourned at 6:04 p.m.

President

Attest