

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 9, 2024

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:46 p.m. Roll call: Laura Dulmage, Darcy Teets, Katie Wenger, Jim Yorks, Jake Wachholz, Stephanie Smith, and Elizabeth Hui 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-24-9-1, accepting the meeting minutes for the July 8, 2024, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the July and August 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library received an Amended Certificate of Estimated resources for 2024, and the revenue budget was adjusted accordingly. Cioffi reported that the library received its 2nd half property tax and rollback revenue, gave updates regarding revenues and expenditures, and explained an inflating bank error on the August Bank Reconciliation. Yorks moved, seconded by Hui to accept Resolution # R-24-9-2, accepting the July and August 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library went through planning and designing new public service desks with a company, but the quote came in much higher than they had initially projected. The library is in the process of meeting with and obtaining quotes from other companies. Dovala reported that the DeLloyd Room and the Gerstenberger Local History room will be painted the week of September 25th. The job is being coordinated through Simplified Facilities.

Dovala explained that the Children's Department had been using 800 pieces of paper per month for their scavenger hunts. PSA Erica Roelke suggested using reusable laminated sheets for the scavenger hunts in order to save paper. The department implemented Roelke's suggestion, saving the library thousands of sheets of paper per year.

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Dovala reported that while going through training, PSA Lila Lewis developed a training checklist. The library will start using the training checklist for employee training. Dovala reported that 258 children, 156 young adults, and 239 adults participated in the summer reading program. Dovala reported that the weather station is installed and running thanks to Cioffi and Simplified Facilities.

Dovala reported that the Lorain County Directors group met on September 5th and talked about first amendment audits, staff groups, hotspot lending, and the upcoming trustee event. Dovala explained first amendment audits and reviewed advice from the County Prosecutor. Dovala distributed information about the upcoming Trustee Event and asked for Trustees to RSVP to him. Dovala reported over 600 people came through the Library building on our day at the Lorain County Fair.

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Yorks, to accept Resolution # R-23-9-3, approving the following gift:

- \$70.00 from Martha Buser

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Dovala commented that a committee meeting may need to be scheduled to discuss staff wages for 2025. The Personnel Committee scheduled a meeting for Monday, October 14th at 5:15 p.m.

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

President

Attest