

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 14, 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, Stephanie Smith, Darcy Teets, Katie Wenger, Jim Yorks, Elizabeth Hui, and Jake Wachholz. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

PUBLIC COMMENTS none

### MINUTES

Yorks moved, seconded by Hui, to accept Resolution # R-24-10-1, accepting the meeting minutes for the September 9, 2024, regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the September 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the inflating error on the August bank reconciliation was resolved. Cioffi also reviewed 2025 tax rates from the county auditor, 2025 budget information, and carryover projections. Cioffi reported that the State Auditor's office started the library's audit of the years 2022-2023 and was at the library today reviewing materials.

Yorks moved, seconded by Wachholz, to accept Resolution # R-24-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Dulmage, Smith, Teets, Wenger, Yorks, Hui, Wachholz, ALL AYES.

MOTION PASSED

Wachholz moved, seconded by Dulmage to accept Resolution # R-24-10-3, accepting the September 2024 Financial Reports. All present voted in favor.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the painting in the DeLloyd Room and the Gerstenberger Local History room is completed. Dovala reported that quotes are current being obtained for carpeting. Dovala noted that the Lorain County Trustee Event was nice. There was some discussion about the event and about AI. Dovala reported that the library selected Custom

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Fabricators to design and construct new public service desks. The desks should be installed early next year.

Dovala suggested that the library eliminate fines on overdue materials. The Trustees agreed, so Dovala will bring a policy for approval to the next meeting.

Dovala reported that Simplified Facilities is working to find a solution for the nosing that is coming up on the steps. Dovala shared a newspaper advertisement that PSA Clare Faley designed. Dovala reported that Staff In-service day was held today. Staff reviewed AFLAC and Ease at Work benefits, safety procedures, and general training.

Dovala noted that the library will be passing out candy on Halloween and marching in Main Street Amherst's Christmas Parade. Dovala reported that in addition to the Fine Free Policy, he will bring an updated Meeting Room Policy and a Social Media Policy to the next meeting. Smith suggested asking the library's attorney to review the Social Media Policy, prior to the meeting.

### GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Yorks, to accept Resolution # R-25-10-4, approving the following gift:

- \$2,000.00 from the Friends of the Amherst Public Library for the purchase of books for book clubs

All present voted in favor.

MOTION PASSED

Dovala reported that the Friends of the Amherst Public Library Fall book sale is coming up. After the sale, the library and the Friends will be modifying the processes for receiving book donations.

### COMMITTEE REPORTS

#### BUILDING AND GROUNDS

Yorks noted that fall cleanup will need to be done and asked Dovala to look into sealing the concrete in the parking lot.

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PERSONNEL

The Personnel committee met prior to the Board meeting and discussed policy changes and raises for next year. A revised Personnel Policy Manual and 2025 salary recommendations will be presented for approval at the next meeting.

FINANCE none

Smith informed the Board that her term expires at the end of the year. There was discussion regarding finding a replacement for Smith on the Board.

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

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President

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Attest