

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 11, 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, Stephanie Smith, Darcy Teets, Katie Wenger, and Elizabeth Hui were present. Jim Yorks and Jake Wachholz were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

MINUTES

Hui moved, seconded by Wenger, to accept Resolution # R-24-11-1, accepting the meeting minutes for the October 14, 2024, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the October 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), Cioffi reported that the library's AUP audit of the years 2022-2023 was released. Cioffi also reported on expected General Fund carryover and recommended making a transfer from the General Fund to the Building Fund. Dulmage moved, seconded by Smith to accept Resolution # R-24-11-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$175,000.00 from the General Fund into the Building Fund. All present voted in favor.

MOTION PASSED

Cioffi presented Temporary Appropriations for 2025. Hui moved, seconded by Dulmage, to accept Resolution # R-24-11-3, approving 2025 Temporary Appropriations totaling \$2,685,080.00 distributed as follows: \$1,980,080.00 from the General Fund, consisting of \$1,149,930.00 in Salaries and Benefits; \$417,200.00 in Purchased and Contracted Services; \$328,000.00 in Library Materials and Information and Supplies; \$9,950.00 in Other Objects; and \$75,000.00 in Contingency and Transfers Out; \$150,000.00 from the Endowment Special Revenue Fund; \$235,000.00 from the Gerstenberger Estate Special Revenue Fund; and \$320,000.00 from the Building Fund. Roll call vote: Dulmage, Smith, Teets, Wenger, Hui, ALL AYES.

MOTION PASSED

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Cioffi reported that the Salary chart has been updated to reflect the new Ohio minimum wage of \$10.70 for 2025. Hui moved, seconded by Smith, to accept Resolution # R-24-11-4, approving the 2025 Salary Chart effective 12-22-2024, as presented. All present voted in favor.

MOTION PASSED

Cioffi presented the revised Personnel Policy, as discussed at last month's personnel committee meeting. Dulmage moved, seconded by Hui, to accept Resolution # R-24-11-5 approving the revised Personnel Policy effective November 12, 2024. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by Wenger, to accept Resolution # R-24-11-6, granting staff, including Dovala and Cioffi, an increase of 5%, effective 12-22-2024, except for those under their 90-day probationary period. All present voted in favor.

MOTION PASSED

Smith moved, seconded by Hui, to accept Resolution # R-24-11-7, accepting the October 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that PSA Jenelle Nemire has completed her 90-day probationary period. Dovala showed the Trustees a replica library birdhouse donated to the library from Betty Baily. Dovala noted that the birdhouse will be displayed in the library's local history area. Dovala reported that the library will be marching in Main Street Amherst's Christmas Parade on December 6th. Dovala reported that the library is participating in Operation Gratitude again this year. Dovala reviewed the 2024-2026 Strategic Plan and updated the Trustees on the progress made.

Dovala recommended that the Board eliminate fines on overdue materials. Dovala explained that patrons would still be charged for lost or damaged materials. As the library works on revising policies, a formal policy will be presented at a later time. Hui moved, seconded by Smith, to accept Resolution # R-24-11-8, eliminating overdue fines on all materials except hotspots and waiving all existing overdue fines currently on patrons' accounts, effective immediately. All present voted in favor.

MOTION PASSED

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Dovala presented a new Lost and Damaged Policy and a Library Card Policy. Dovala also presented a revision to the Meeting Space and Procedure Policy.

Wenger moved, seconded by Dulmage, to accept Resolution # R-24-11-9, approving the presented Library Card Policy, effective immediately. All present voted in favor.

MOTION PASSED

Smith moved, seconded by Hui, to accept Resolution # R-24-11-10, approving the presented revision to the Meeting Space Policy and Procedure, effective immediately. All present voted in favor.

MOTION PASSED

Smith moved, seconded by Hui, to accept Resolution # R-24-11-11, approving the presented Lost and Damaged Policy, effective immediately. All present voted in favor.

MOTION PASSED

Dovala reported that the fall landscaping cleanup will be done next week. Dovala reported that he discussed sealing the parking lot concrete with Simplified Facilities, and they advised it is not due to be sealed yet. Dovala reported that a specialist is looking at some of the building's brickwork to determine if any tuckpointing repairs are needed. Dovala explained that there is a light pole missing from the property because the bottom of the pole was corroded due to dog waste.

GIFTS & CORRESPONDENCE

Hui moved, seconded by Smith, to accept Resolution # R-24-11-12, approving the following gift:

- A replica Amherst Public Library birdhouse from Betty Bailey

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

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Teets reported that he would bring new contracts for Cioffi and Dovala to the December meeting. It was noted that the next meeting would be Smith's final meeting as a Trustee.

Teets adjourned the meeting at 6:23 p.m.

President

Attest