

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 10, 2025

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: Ryan Krase, Jake Wachholz, Darcy Teets, Jim Yorks, Katie Wenger, and Elizabeth Hui were present. Laura Dulmage was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

PUBLIC COMMENTS none

Notary Cioffi administered the oath of office to newly appointed Trustee Krase. Teets welcomed Krase to the Board and told him about an upcoming OLC Trustee workshop.

MINUTES

Yorks moved, seconded by Hui, to accept Resolution # R-25-2-1, accepting the meeting minutes for the January 13, 2025, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the January 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that she had completed the necessary financial filings for 2024 and noted that a financial statement overview was included with the reports. Hui moved, seconded by Wenger to accept Resolution # R-25-2-2, accepting the January 2025 Financial Reports. All present voted in favor.

MOTION PASSED

Cioffi presented Permanent Appropriations for 2025. Hui moved, seconded by Wachholz, to accept Resolution # R-25-2-3, approving 2025 Permanent Appropriations totaling \$2,926,455.19 distributed as follows: \$2,147,430.00 from the General Fund, consisting of \$1,213,780.00 in Salaries and Benefits; \$416,700.00 in Purchased and Contracted Services; \$332,000.00 in Library Materials and Information and Supplies; \$9,950.00 in Other Objects; and \$175,000.00 in Transfers Out; \$164,025.19 from the Endowment Special Revenue Fund; \$270,000.00 from the Gerstenberger Estate Special Revenue Fund; and \$345,000.00 from the Building Fund. Roll call vote: Krase, Wachholz, Teets, Yorks, Wenger, Hui, ALL AYES.

MOTION PASSED

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Cioffi reviewed proposed changes to the Personnel Policy. Wachholz moved, seconded by Kruse, to accept Resolution # R-25-2-4, approving the revised Personnel Policy as presented, effective immediately. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that PSA Vicki Turner, Technical Services Manager Sarah Schmitkons, and Adult Services Manager Melanie Presler have announced their retirements. Dovala thanked them for their invaluable time spent at the library. Dovala reported that their positions will be posted internally first. Dovala reported that PSA Megan Karhusz was promoted to fill the Youth Services Manager position being vacated by Nancy Tomek. Karhusz will work 32 hours per week and hopes to be able to increase to full-time hours in the future.

Dovala reported that after looking at other library's salaries, he realized that Amherst's PSA salary is at the low end. Dovala noted that the library has not been receiving applicants for recent PSA postings. Dovala proposed increasing the starting PSA wage by about 7% to \$15.75. Cioffi distributed a proposed salary chart that includes the newly proposed PSA wage. Dovala noted that the wages of the newer, current PSAs would be increased to \$15.75. Other PSAs' wages would be increased by 2% as an adjustment. Kruse agreed that PSA wages were low, noting that other wages may also need to be adjusted in the future.

Dovala reported that two of the three new public service desks were installed. One was sent back to be reworked due to the fact that it covered a floor outlet that needs to be accessible. It will be installed once modifications are complete. Dovala noted that the parking lot and the missing light post will be addressed in Spring. Dovala encouraged everyone to look at the Tiny Art on display on the second floor, noting that lots of families and staff members participated.

Dovala reported that the schools are applying for a grant to install a story walk and reached out to the library regarding a partnership. If the story walk is installed, the library would purchase and replace the books.

Wachholz moved, seconded by Kruse, to accept Resolution # R-25-2-5, approving the revised 2025 Salary Chart as presented, effective February 16, 2025. All present voted in favor.

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GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wenger, to accept Resolution # R-25-2-6, accepting the following gifts:

- \$100.00 from an anonymous patron in recognition of great Adult Services staff
- \$1,000.00 from Judy Alexander and Bill Strohm in memory of Joseph Teets

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Teets adjourned the meeting at 6:25 p.m.

President

Attest.