

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 10, 2025

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

PUBLIC COMMENTS none

MINUTES

Wenger moved, seconded by Hui, to accept Resolution # R-25-3-1, accepting the meeting minutes for the February 10, 2025, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the February 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that she had filed permanent appropriations as passed in February with the Lorain County Auditor and noted that the reports incorporate permanent appropriations. Cioffi noted that the library should receive its 1st half property tax revenue this month. Wachholz moved, seconded by Dulmage to accept Resolution # R-25-3-2, accepting the February 2025 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that he talked about several upcoming retirements at the last meeting. Dovala reported the following personnel changes:

- PSA Kristine Hudson will be promoted to Technical Services Manager to replace Sarah Schmitkons.
- PSA Jessica Dovel will be promoted to Adult Services Manager to replace Melanie Presler.
- PSA Jenelle Nemire was promoted to full-time status and will take over the storytimes previously done by Kristine Hudson.
- Shelver Sierra Del Turco was promoted to PSA.

Dovala reported that Kelly Simenson from the Amherst Schools was awarded a grant for the Storybook Trail as mentioned at the last meeting. The library will be partnering on the project by providing the book pages.

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Dovala reported that new carpet has been installed in the DeLloyd and Gerstenberger rooms. Now that the carpet has been installed, Cioffi has started the process of purchasing a large format scanner and a large format printer for the local history area.

Dovala reported that OLC will hold their annual Legislative Day on April 8th. Dovala and PR Manager Becky Denes will attend and meet with our representatives. Dovala noted that funding support goes back and forth, and currently there is a small contingency of legislators that want to get rid of the PLF. Dovala noted that the replacement of the nosing on the stairs has been completed.

Hui asked if the library was still hiring. Dovala replied that the library needs to hire at least 1 more PSA. Teets asked Dovala for an updated staff roster. Dovala will wait to distribute an updated roster until hiring is complete.

Dovala reported that the interior wall in the staff kitchen had existing water damage from before the exterior wall was repaired. The interior wall was removed and replaced, and there was no new water damage.

Dovala reported that because of the new equipment being purchased for the local history area, PR Manager Becky Denes updated the Meeting Space Policy and Procedure. Dovala presented the changes. Hui moved, seconded by Wachholz, to accept Resolution # R-25-3-3, approving the revised Meeting Space Policy and Procedure as presented, effective immediately. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Krase, to accept Resolution # R-25-3-4, accepting the following gift:

- \$20.00 from Beatrice Grant

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Teets adjourned the meeting at 6:03 p.m.

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President

Attest.