

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 14, 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: Jake Wachholz, Laura Dulmage, Darcy Teets, Katie Wenger, and Elizabeth Hui were present. Jim Yorks and Ryan Krase were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

### MINUTES

Wachholz moved, seconded by Dulmage, to accept Resolution # R-25-4-1, accepting the meeting minutes for the March 10, 2025, regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the March 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library received its 1<sup>st</sup> half property tax revenue and reviewed expenses and revenues. Wachholz moved, seconded by Wenger to accept Resolution # R-25-4-2, accepting the March 2025 Financial Reports. All present voted in favor.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Carol Hayward has resigned her Outreach Services position, but will continue to work as a PSA. Dovala noted that Hayward did a great job. Audrey McQuillen was hired to replace Hayward and will also work as a substitute PSA. Dovala reported that Alexandria Cavallo was hired as a PSA.

Dovala reported that the new large format scanner will be installed on May 6<sup>th</sup>, and training will commence on May 7<sup>th</sup>. After staff have been trained, the scanner will be available for public use by appointment only. Dovala reported that Cioffi is currently getting quotes for a large format printer.

Dovala reported that State representative Joe Miller will be holding a town hall meeting at the library on April 16<sup>th</sup>, noting that it was nice of him to reach out. Dovala is asking people to share what libraries mean to them with Miller at the meeting. Dovala reviewed changes made by the House of Representatives to the Governor's proposed budget, noting that it

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still has to go through the Senate. Dovala reported that he attended OLC's Legislative Day with PR Manager Becky Denes and met with the library's representatives. Discussion followed.

Dovala reported that the Comet Pride Storybook Trail will have a ribbon cutting on April 30<sup>th</sup> at 4:30p.m. Dovala reported that he has received a quote for parking lot repairs and is waiting on a second quote. Dovala has also received a quote for repairing the crumbling mortar on the Carnegie portion of the library. Repairs will be completed over the summer.

Dovala distributed an updated staff list. Wachholz inquired about Adult Services Manager Melanie Presler's replacement. Dovala replied that Jessica Dovel will replace Presler when she retires. Dovala distributed the 2024 Annual Report.

Wachholz moved, seconded by Hui to accept Resolution # R-25-4-3, approving the following new hires:

- PSA Alexandria Cavallo effective 4-2-2025
- Outreach specialist and PSA Audrey McQuillen effective 4-3-2025

All present voted in favor.

MOTION PASSED

### GIFTS & CORRESPONDENCE

Hui moved, seconded by Wenger, to accept Resolution # R-25-4-4, accepting the following gift:

- \$280.00 from the Friends of the Amherst Public Library to be used towards summer reading prizes

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Teets adjourned the meeting at 6:06 p.m.

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President

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Attest.