

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

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

PUBLIC COMMENTS none

MINUTES

Yorks moved, seconded by Dulmage, to accept Resolution # R-25-11-1, accepting the meeting minutes for the October 13, 2025, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi presented Temporary Appropriations for 2026. Yorks moved, seconded by Hui, to accept Resolution # R-25-11-2, approving 2026 Temporary Appropriations totaling \$2,539,370.00 distributed as follows: \$1,924,370.00 from the General Fund, consisting of \$1,144,170.00 in Salaries and Benefits; \$438,250.00 in Purchased and Contracted Services; \$331,500.00 in Library Materials and Information and Supplies; and \$10,450.00 in Other Objects; \$155,000.00 from the Endowment Special Revenue Fund; \$115,000.00 from the Gerstenberger Estate Special Revenue Fund; and \$345,000.00 from the Building Fund. Roll call vote: Wenger, Dulmage, Teets, Wachholz, Yorks, Krase, Hui, ALL AYES.

MOTION PASSED

Cioffi reported that the Auditor of State issued a new bulletin regarding the reimbursement of sales tax. Cioffi presented a purchasing policy that includes the guidance presented in the bulletin. Yorks moved, seconded by Wachholz, to accept Resolution # R-25-11-3, approving the Purchasing Policy as presented, effective immediately. All present voted in favor.

MOTION PASSED

Cioffi reviewed the October 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on revenue and expenditures. Cioffi reported that the library audit is being bid out to an IPA as part of a group of libraries by the Auditor of State. The selected firm will conduct the library's audits for at least the next 3 cycles. Wachholz moved, seconded by Yorks to accept Resolution # R-25-

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11-4, accepting the October 2025 Financial Reports. All present voted in favor.

MOTION PASSED

Cioffi reported on the bank depository application received by the library. Yorks moved, seconded by Wachholz, to accept Resolution # R-25-11-5, Awarding Public Depositories for a five-year term beginning January 1, 2026 (attached to these minutes). Roll call vote: Wenger, Dulmage, Teets, Wachholz, Yorks, Krase, Hui, ALL AYES.

MOTION PASSED

Cioffi presented an update salary chart that is adjusted for the new 2026 minimum wage. Yorks moved, seconded by Wenger, to accept Resolution # R-25-11-6, approving the 2026 Salary Chart as presented, effective 12-21-2025. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the Carnegie Corporation of New York is donating \$10,000 to each Carnegie library that is still in operation as part of America's 250th Anniversary. The library received notice, that as a Carnegie library, we should expect a check for the donation after the first of the year. Dovala noted that the funds could be used towards installing a pavilion. Discussion continued about investigating a pavilion and about funding for the project if the library decides to move forward.

Dovala reported that the tuckpointing and painting on the Carnegie portion of the building are complete. He also reported that the parking lot repairs are complete. Dovala reported that the staff members are working on cybersecurity training. 60% of the staff has already completed their training. Dovala reported that OLC's annual conference takes place next week in Cleveland. Most of the managers will attend the conference. TLC held a virtual conference November 4-6, and the Tech Services department attended it.

Dovala reported that the Friends of the Amherst Public Library would like to donate up to \$5,000 towards something in honor of Judy Alexander. The library is looking into different ideas and will talk with the Friends to select the best option. Dovala reported that the library is participating the Main Street Amherst Christmas parade. The library will use the new printer to create book posters for staff to carry.

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Dovala distributed the library's 2024-2026 Strategic Plan and reviewed the library's progress. Discussion followed.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS

BUILDING & GROUNDS

Yorks noted that the repair work done on the parking lot looks good.

PERSONNEL none

FINANCE none

Teets adjourned the meeting at 6:18 p.m.

President

Attest.