

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 13, 2025

Regular

Vice President Katie Wenger called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:48 p.m. Roll call: Jake Wachholz, Elizabeth Hui, Jim Yorks, and Katie Wenger were present. Darcy Teets, Laura Dulmage, and Ryan Krase were absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

MINUTES

Hui moved, seconded by Wachholz, to accept Resolution # R-25-10-1, accepting the meeting minutes for the September 9, 2025, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the resolution accepting tax rates. Yorks moved, seconded by Hui, to accept Resolution # R-25-10-2, accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Wachholz, Hui, Yorks, Wenger, ALL AYES.

MOTION PASSED

Cioffi reviewed the September 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on a homestead and OOC exemption passed by the Lorain County commissioners that will reduce the amount of property tax the library will collect in 2026. Cioffi reported that Ohio minimum wage will increase 2.8% to \$11.00 per hour for 2026. Cioffi noted that Depository agreement requests were sent out for action at the November Board meeting. Cioffi reported that it may be necessary to hold a Records Commission meeting before the usual May date in order to make updates to the Records Retention Schedule. Cioffi will advise if a meeting needs to be scheduled. Yorks moved, seconded by Hui to accept Resolution # R-25-10-3, accepting the September 2025 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Staff In-service was held at the library during the day and gave an overview of the training. Dovala noted that the management

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team did a great job planning the event. Dovala reported that he, Cioffi and PR Manager Becky Denes met with OPCI in preparation for launching cybersecurity training for staff. Dovala reported that the parking lot work is almost complete, and the lot will be sealed next week. Discussion followed regarding the work. Dovala reported that the tuck point work on the Carnegie portion of the building has been completed, and painting will be done next. Dovala reported that interior touch up painting was completed during the day while the library was closed for In-service.

Dovala reported that Technical Services Associate Emma Macartney resigned. Shelver Quinn Hoopes was promoted to fill her position. Katie Wohlever was hired to replace the vacant position left by Hoopes.

Dovala reported that the Amherst Exempted Village School Board approved Katie Wenger for a new term beginning January 1, 2026. Dovala reported that State Representative Joe Miller will hold a town hall meeting at the library on October 23rd at 6:30 p.m. Dovala mentioned that he and Cioffi attended an OLC meeting for Directors and Fiscal Officers to review updates regarding legislation that could impact libraries, but no new information was learned. Dovala reported that a specialist from Opportunities for Ohioans with Disabilities toured the library and created a report with suggestions on how to make the library more accessible. Discussion followed regarding some of the recommendations.

Given the 2026 increase in the Ohio minimum wage, Dovala recommended a 3.5% salary increase for staff for 2026. Discussion followed. Wachholz moved, seconded by Hui, to accept Resolution # R-25-10-4, granting staff, including Dovala and Cioffi, an increase of 3.5%, effective 12-21-2025, except for those under their 90-day probationary period. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Hui, to accept Resolution # R-25-10-5, approving the hiring of Katie Wohlever effective Oct 20, 2025. All present voted in favor.

MOTION PASSED

Cioffi distributed and reviewed a proposed Cybersecurity Policy. Discussion followed. Yorks moved, seconded by Wachholz, to accept Resolution # R-25-10-6, approving the Cybersecurity Policy as presented. All present voted in favor.

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GIFTS & CORRESPONDENCE

Wachholz moved, seconded by Yorks, to accept Resolution # R-25-10-7, accepting the following gifts:

- \$35.00 from an anonymous donor in memory of Cynthia Tipton
- \$20.00 from Julie Mannarelli

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS none

Wenger adjourned the meeting at 6:22 p.m.

President

Attest