

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 9, 2024

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:47 p.m. Roll call: Jake Wachholz, Laura Dulmage, Katie Wenger, Darcy Teets, Jim Yorks, Elizabeth Hui, and Stephanie Smith were present. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/ Technology Manager.

PUBLIC COMMENTS none

MINUTES

Smith moved, seconded by Dulmage, to accept Resolution # R-24-12-1, accepting the meeting minutes for the November 11, 2024, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Fiscal Officer Cioffi reviewed the November 2024 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), Cioffi reported on the final PLF revenues for the year and on projected carryover to next year. Cioffi noted the transfer of funds from the General Fund to the Building Fund on the financial reports. Cioffi also reported on an issue with the bank's computer system that caused the November bank statement to run through December 1st instead of November 30th. Because of this issue, the November Financial reports are all dated December 1st. Yorks moved, seconded by Hui to accept Resolution # R-24-12-2, accepting the November 2024 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that another carpet company looked at the nosing on the stairs and said that the issue was that the wrong nosing was installed. They recommended replacing the nosing with one that would work better for the area. The repair will be completed early next year. The carpet in the DeLloyd and Gerstenberger rooms will also be replaced at that time.

Dovala reported on a couple of personnel changes. Youth Services Manager Nancy Tomek will be retiring early next year. PSA Jessica Dovel will be transitioning from a regular PSA to a substitute at the beginning of the year. Dovala wished both of them the best in their future endeavors. Dovala noted that another manager has indicated that they would be leaving next year as well, so he wants to reevaluate the structuring of

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various management and PSA positions to see what will work best for the library.

Dovala reported that the library participated in Main Street Amherst's Christmas parade this year. Dovala noted that the parade is not as fun as in years past because the rules changed and candy can no longer be passed out. Dovala plans to form a staff committee next year to try to come up with fun ideas for participating in next year's parade.

Teets reported that one application was received for the vacant Trustee position. He will contact the applicant and see if he is available to come to the January meeting for an interview. Teets noted that he contacted two prior Trustee applicants, and they were no longer interested in the position.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS none

Yorks asked Dovala to look into crack filling and sealing of the parking lot in the new year.

Teets adjourned the meeting at 6:08 p.m.

President

Attest