

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 8, 2025

Regular

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

**PUBLIC COMMENTS** none

### **MINUTES**

Hui moved, seconded by Dulmage, to accept Resolution # R-25-12-1, accepting the meeting minutes for the November 10, 2025, regular meeting. All present voted in favor.

**MOTION PASSED**

### **FISCAL OFFICERS REPORT**

Cioffi reviewed the November 2025 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on revenue and expenditures, explained an OPERS inflation bank error, and made a recommendation on the transfer of funds from the General Fund to the Building Fund. Cioffi reported that the library audit was awarded to IPA firm Perry and Associates by the Auditor of State for the next 3 audit cycles.

Wachholz moved, seconded by Wenger, to accept Resolution # R-25-12-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$175,000.00 from the General Fund into the Building Fund. All present voted in favor.

**MOTION PASSED**

Krase moved, seconded by Dulmage to accept Resolution # R-25-12-3, accepting the November 2025 Financial Reports. All present voted in favor.

**MOTION PASSED**

### **LIBRARY ADMINISTRATOR'S REPORT**

Dovala reported that several staff members attended OLC's annual convention in Cleveland in November, and everyone came back with good ideas. Dovala reported that next year's convention is in Sandusky, so the library will be able to send several people again due to the location. Dovala reported that the Lorain County directors met and talked about having a

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Trustee gathering to discuss legislative issues. The gathering is only in the preliminary planning stage.

Dovala reported that the staff participated in Main Street Amherst's Christmas parade. Dovala displayed the book covers that the staff wore for the parade, noting that they were printed on the new large format printer. Dovala reported that Youth Services Manager Megan Karhusz and Adult Services Manager Jessica Dovel hosted over 280 6<sup>th</sup> graders at the library. Dovala noted that they did a great job telling the students about the library. Dovala reported that the Friends of the Amherst Public Library offered to purchase a library sign to place at the corner of Park Ave and Route 58. The City of Amherst will install the sign once it is purchased.

Dovala reported that PSA Preston Goebel has been in graduate school and has not worked at the library in over a year. Dovala spoke with her, and she formally resigned her position. Dovala reported that Talayah Harper and Paul Knoll were hired as shelvees. Hui moved, seconded by Wenger, to accept Resolution # R-25-12-4, approving the following new hires:

- Shelver Talayah Harper effective 12-1-2025
- Shelver Paul Knoll effective 12-2-2025

All present voted in favor.

## MOTION PASSED

## GIFTS & CORRESPONDENCE none

## COMMITTEE REPORTS

## BUILDING & GROUNDS none

## PERSONNEL none

## FINANCE none

Teets adjourned the meeting at 6:00p.m.

## President

Attest.