

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 9, 2026

Regular

President Darcy Teets called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:46 p.m. Roll call: Laura Dulmage, Darcy Teets, Jake Wachholz, Elizabeth Hui, and Katie Wenger were present. Ryan Krase and Jim Yorks were 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-26-3-1, accepting the meeting minutes for the February 9, 2026, regular meeting. All present voted in favor.

MOTION PASSED

### FISCAL OFFICERS REPORT

Cioffi reviewed the February 2026 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that the reports reflect Permanent Appropriations as approved at the February meeting. Cioffi reported that 2026 revenues are down and expenditures are up when compared to 2025. Cioffi reported that the library's audit for 2024-2025 was completed by IPA firm Perry and Associates and was forwarded to the Auditor of State's office for final review. Wachholz moved, seconded by Dulmage, to accept Resolution # R-26-3-2, accepting the February 2026 Financial Reports. All present voted in favor.

MOTION PASSED

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the repairs to the elevator mechanical system are complete, and the elevator is working. Dovala reported that the library is investigating replacing the electrical components of the elevator, noting that the parts are original and are over 50 years old. Since it would take months to get the parts needed if the electrical system would break, Dovala thinks it would be wise to be proactive and start the steps to replace the system now. Dovala reviewed the expected costs associated with the project, noting that the project would need to go through a formal bidding process. Discussion followed. Dovala recommended hiring the construction attorney that represented the library during the additional/renovation project to assist with the process. Wachholz moved, seconded by Dulmage, to accept Resolution # R-26-3-3, authorizing Dovala to sign an engagement letter with Bricker Graydon LLP and to

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begin the process of collecting qualifications from architectural firms for replacing the elevator's electrical system. All present voted in favor.

MOTION PASSED

Dovala reported that the children in the Hempel family did a service project and donated water bottles to the library. Dovala reported that the library is in the process of starting a seed library. The seed library should be open by the end of the month. Dovala explained two security incidents involving the same male patron, noting that staff handled the incidents well. Dovala reported that he found the specs for the generator that were written as part of the addition project. Dovala recommended holding off on investigating the generator further until the elevator repairs are complete. Dovala also recommended discussing what the library wants to accomplish by having a generator. Dovala reported that he will be attending ALA's annual conference in Chicago in June with Adult Services Manager Jessica Dovel.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS

BUILDING & GROUNDS none

PERSONNEL none

FINANCE none

Wachholz asked Dovala when the parking lot lights would be repaired. Dovala replied that the repairs would be done in spring after the weather breaks, since areas of the parking lot will need to be dug up. Dovala noted that there will also be annual maintenance on the parking lot following the repairs.

Teets adjourned the meeting at 6:10 p.m.

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President

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Attest.