

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 13, 2026

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

PUBLIC COMMENTS none

MINUTES

Hui moved, seconded by Wenger, to accept Resolution # R-26-4-1, accepting the meeting minutes for the March 9, 2026, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT

Cioffi reviewed the March 2026 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library's audit has not been released by the Auditor of State's Office, yet. Cioffi noted that she completed her annual continuing education and reported on property tax revenue. Yorks moved, seconded by Krase, to accept Resolution # R-26-4-2, accepting the March 2026 Financial Reports. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that he signed the engagement letter with Bricker Graydon Wyatt LLP for legal representation for the elevator project. Dovala requested qualifications from design professionals and received responses from three firms. Dovala reported that he selected Domokur & Associates as the most qualified firm due to their experience with elevator upgrades. The base fee for their services is \$37,250. The library's attorney prepared a resolution authorizing Dovala and Cioffi to negotiate a contract with Domokur & Associates for the project. Dovala reported that Lorain Public Library is also upgrading their elevator, and it took them over a year to obtain the parts needed for the project. Yorks moved, seconded by Wachholz, to accept Resolution #R-26-4-3, authorizing contract with Domokur & Associates, LLC for design services for the elevator modernization project, as presented. Roll call vote: Krase, Teets, Hui, Yorks, Wachholz, Wenger, ALL AYES.

MOTION PASSED

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Dovala reported that all except one center light has been fixed in the parking lot. Since the concrete would need to be torn up to fix that light, Dovala would like to leave it for now. Dovala reported that a couple sections of the parking look are scheduled to be resealed. Since it was just dug up last fall, Dovala would like to wait until next year to do further digging in the parking lot.

Dovala reported that the Spring Street Seed Library is up and running. Dovala thanked PR Manager Becky Denes and PSA Alex Vargo for their work on the project. Dovala also thanked the Friends of the Amherst Public Library for their help packaging the seeds. Dovala reported that Adult Services Manager Jessica Dovel did a nice job updating the employee training checklist.

Dovala reported that the two pieces of sandstone sidewalk damaged by a contractor last year were replaced. The replacement pieces do not match the originals, so Dovala will look at samples to try to find a better match. Dovala may look into replacing other worn sidewalk pieces depending on the cost. There was some discussion regarding a generator and what the library's needs would be. A generator may be considered in the future.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Hui, to accept Resolution # R-26-4-4, accepting the following gift:

- \$150.00 in memory of Terrence Clark from Judy Alexander and Bill Strohm

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS BUILDING & GROUNDS

Yorks asked what other building projects are coming up. Dovala replied that the library s caught up on building projects. There was some discussion regarding roof leaks in the patio area. Don reported that Wachholz told him about a patron's comment regarding the cleanliness of the men's restroom. Dovala noted that the restrooms are cleaned daily, and he checks them each morning. Dovala reported that he is looking into having air fresheners installed to help with the odors.

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PERSONNEL none

FINANCE none

Teets adjourned the meeting at 6:12 p.m.

President

Attest.