AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 14, 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: Ryan Krase, Darcy Teets, Katie Wenger, Jim Yorks, and Elizabeth Hui were present. Laura Dulmage was absent. Jake Wachholz arrived later, as noted. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

PUBLIC COMMENTS none

MINUTES
Hui moved, seconded by Krase, to accept Resolution # R-26-9-1, accepting the meeting minutes for the August 10, 2026, regular meeting. All present voted in favor.

MOTION PASSED

FISCAL OFFICERS REPORT
Cioffi reviewed the August 2026 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported on the County Budget Commission meeting held earlier in the day. Cioffi noted that the library received its 2nd half property tax revenue from the county today. Yorks moved, seconded by Hui to accept Resolution # R-26-9-2, accepting the August 2026 Financial Reports. All present voted in favor.

MOTION PASSED

NEW BUSINESS
Dovala presented a revised Personnel Policy Manual and answered questions.

Wachholz arrived at 5:51 p.m.

Yorks moved, seconded by Wenger, to accept Resolution # R-26-9-3, approving the revised Personnel Policy Manual, as presented. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT
Dovala reported that full-time PSA Clare Faley is transitioning to substitute status because she has accepted a position at Oberlin College's Main Library. PSA Alexandria Cavallo was promoted to full-time status to replace Faley's hours. PSA Skylar Juarez Villanova hours will also be

increased. Shelver Paul Knolls submitted his resignation. His last day worked was September 10.

Dovala reported that Kristin Cioffi, Becky Denes, and Jessica Dovel worked the library booth at the Lorain County Fair. Dovala noted that some of the other county libraries are having troubling staffing the booth, so it is possible the booth will not continue next year.

Dovala reported that the library held a pre-bid meeting with the architects and prospective bidders for the elevator project. The meeting was well attended, so it is thought that any bids received will be competitive. Bids will be accepted until noon on September 18th and will be opened immediately following the deadline.

Dovala reported that the county library directors met on August 3rd. Dovala noted that their meetings are always beneficial. Dovala is expecting a large turnout for the county trustee event at the library on October 7th.

Dovala reported that the library's carpet was shampooed this weekend. It was looking terrible prior to the shampooing, but it looks great now. In the future, Dovala will schedule twice yearly shampooing. Yorks asked about the status of the roof leak, Dovala gave a status update regarding the leak, noting that Turner Construction thinks they located the issue and repaired it. Yorks commented that he will show Dovala an issue he noticed with the building's drywall near the stairs after the meeting.

GIFTS & CORRESPONDENCE none

COMMITTEE REPORTS

BUILDING & GROUNDS
Yorks asked if stainless-steel screws could be installed for the nosing on the outside stairs. Dovala replied that he has asked Simplified Facilities about that in the past, and stainless-steel screws are not available for that application.

PERSONNEL
Teets reported that he sent all trustees the evaluation forms for Dovala and Cioffi. Teets requested that the completed forms be returned to him by the October Board meeting.

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FINANCE none

Teets adjourned the meeting at 6:11 p.m.

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President Attest