

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 10 2012 Regular

President Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Dennis Clotz, Walter McDowell, Marilyn Jenne, Nate Woodward, Laura Dulmage, Judy Alexander, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Sharon Vollmer from the Friends Group.

Dulmage moved, seconded by McDowell, to accept Resolution # R-12-12-1, approving the minutes from November 12, 2012. Yorks abstained and all others present voted in favor.

MOTION PASSED

Fiscal Officer Blakey noted that one aspect of the Affordable Care Act will start in 2013, which is a \$.16 per month per contract fee on the health insurance bill. A letter from Medical Mutual indicated that it was actually effective in 2012, but that they had not passed the cost along to their customers.

Blakey reviewed the financial reports for November, noting that there was nothing out of the unusual to report. McDowell moved, seconded by Clotz, to accept Resolution # R-12-12-2, accepting the November 2012 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that a technology training coordinator would not be hired and that staff would present classes and one-on-one sessions. Two Saturdays a month, Kristin Cioffi or Victoria Vogel, will have signups for individual training sessions on whatever electronic application the patron has. Classes will be offered once a month on a topic and if no one on staff has expertise in that area, an outside person will be contracted to provide the training. The Board indicated that they thought this was a good idea.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Cheryl Ashton has applied for two grants to bring the digitization of the Amherst News Times current. Prices to transfer the paper copy into a format that can be digitized has escalated as well as the actual digitization cost. One grant is with the Nord Family Foundation and the other is with the History Fund through the Ohio Historical Society. Decisions will be received in February.

A new black and white and color copier has been purchased. The copier replaces the old Ricoh and will be networked with all staff. The color copier will save costs of purchasing individual color cartridges for printers.

Outreach Specialist Lisa Stanley installed Overdrive (the downloadable book application) on a device for a blind client so this patron is able to take advantage of the materials offered by the Library.

The Amherst Steele Choir is selling monopoly games and the Library purchased a square as advertisement. Over 18 staff and family and friends marched in the Christmas parade to usher Santa in to light the community Christmas tree.

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The Steel Drum program sponsored by the Friends Group was excellent and very well attended.

Laura Dulmage has been reappointed to the Board of Trustees of Amherst Public Library for a 7-year term which ends on December 31, 2019.

GIFTS & CORRESPONDENCE

Dulmage moved, seconded by Jenne, to accept Resolution # R-12-12-3, accepting the following gift:

\$25.00 from Susan Staveskie in memory of Veronica Kapron

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Sharon Vollmer asked if there was a weeding policy and if the Friends received all discarded books. Dovala responded that weeded items, particularly children's book, are offered to the local elementary schools (including Firelands). He also said that circulation statistics are considered, but that classics, i.e. Hamlet, are kept even if the circulation may not warrant.

Quarry Bear marched in the parade and will also be present for the Lolly the Trolley event. Vollmer appreciated seeing that the mascot provided by the Friends Group was being used and encouraged more exposure in any way possible.

There will be an article on the Friends of Amherst Public Library in the Morning Journal Sunday newspaper.

NEW BUSINESS

Library Administrator, Don Dovala reported that a good start has been made with staff input into the upstairs remodel. It will start up again in earnest after the holidays.

Discussion of the Trustee survey was tabled for a later meeting.

COMMITTEE REPORTS

BUILDING AND GROUNDS

Yorks commented on the remodel estimate from Holzheimer, Bolek + Meehan. Yorks said it was important to be good stewards of the public funds and would continue, along with Dovala, pursuit of the best pricing for the project.

PERSONNEL

Dulmage reported on the meeting, noting that staff was very appreciative of the raise. She noted that the committee appreciates all the work of the staff. At the committee meeting, the technology trainer position was discussed (as noted earlier in the meeting).

It was noted that the Friends of the Library President Vollmer will be addressing Rotary in January.

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FINANCE & AUDIT

There was discussion of the projected carryover from the General Fund into 2013. The need to maintain service to patrons in more difficult financial times was discussed. Technology is constantly changing and the Library needs to stay current in order to provide quality service to patrons. McDowell moved, seconded by Jenne, to accept Resolution # R-12-12-4, instructing the Fiscal Officer to transfer \$150,000.00 into the Special Revenue Endowment Fund to be used to fit the Library mission statement as well as technology and infrastructure needs, continued collaborative efforts within the community and to maintain a balance to allow the Library to continue to provide a level of service to patrons that is currently provided. All present voted in favor.

MOTION PASSED

The meeting adjourned at 6:55 p.m.

President

Attest