

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2012 Regular

President Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Marilyn Jenne, Laura Dulmage, Jim Yorks, Walter McDowell, and Judy Alexander were present. Absent were Nate Woodward and Dennis Clotz. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Sharon Vollmer from the Friends of the Library.

McDowell moved, seconded by Dulmage, to accept Resolution # R-12-7-1, approving the minutes of June 11, 2012. All present voted in favor.

MOTION PASSED

Blakey thanked the Board for allowing her to attend the Ohio Association of Public Treasurer's conference last month for which she received a scholarship for the registration cost of \$475.00. Oberlin Public Library paid for other costs related to this conference. She also thanked the Board for allowing her to attend the annual Association of Public Treasurers of the US & Canada in Williamsburg in August. She will be awarded the designation of CPFA (Certified Public Funds Administrator) at that conference. This has been a 3-year program and Blakey obtained a scholarship for each year.

Blakey noted that the conference she attended in June was very informative. The caliber of the trainers was excellent and the networking was very enlightening. She gave several examples of things she picked up at the conference. Jenne moved, seconded by Yorks, to accept Resolution # R-12-7-2, to accept the June 2012 financial reports as presented. All present voted in favor.

MOTION PASSED

One item discussed at the Finance & Audit Committee meeting last week was the fact that the audit for 2010-2011 would be starting at the end of the month or the beginning of the next month. Blakey briefly discussed what was covered at the meeting since both committee members were absent. Alexander filled in since she was also at the meeting. Star Plus is an investment alternative through Star Ohio that allows for investment in financial institutions of funds in order to maintain FDIC insurance. Blakey noted that she would be absent at the August meeting and hoped the Finance & Audit Committee would make their recommendation on this investment vehicle. There was further discussion among the Trustees present.

There was a question about pooled versus non-pooled which Blakey explained.

OLD BUSINESS

Library Administrator, Don Dovala reported on the rock façade investigation. MidState Restoration's assessment of the damage to the façade was that a brick row must be removed to expose the lintel and beam, the metal sanded and refurbished, and then the brick put back in place. Dovala went over the specifics of different options available for the Board to consider. Yorks reviewed the various options by drawing a picture on the white board for everyone to understand the options. Yorks moved, seconded by Jenne, to accept Resolution # R-12-7-3, to contract with MidState Restoration to accept the July 9, 2012 quote for the repairs (copy attached) for \$16,225.00 and alternate two for an additional \$2,450.00 fee. All present voted in favor.

MOTION PASSED

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2012 Regular

There was discussion about how the Simplified Facilities Management is paid for the work they perform for the Library. Yorks explained some scenarios that Dovala could encounter in the building management arena. Dovala reported that the sealing of the roof has commenced with the delivery of the materials last week. Simplified Management is doing the work.

The fence refurbishing will begin on July 23 and will be done by Pullin Painting and Remodeling based on their bid of September 21, 2011 for \$2,620.00.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the circulation stats are pretty even with the prior year. Dovala had been in contact with Dan Meehan of MB+H Architects about the work the firm had provided for the bond issue and how the scope of the work had changed. After discussion, it was decided that the Library would not have to rebid for an architectural firm. Meehan made some suggestions for the remodel of the upstairs in the original Library and Dovala would like the Board to take a tour of the area after the meeting to get an idea of the new concept.

Yorks would like to receive a cost from HB+M once the scope of the upstairs renovation is established. Dovala will work with Meehan on this. Dulmage asked if the same caliber of drawings would be needed for the renovation. Yorks made some educated guesses about what the architect's fees would be based on the scope of the project and the funds the Library has unofficially earmarked for the project.

Dovala reported that the changes to the first floor public area would take place in late August and early September. Library Design is handling the shelving. Dovala also ordered 50 new carpet tiles since the pattern was still available.

Dovala noted he is proud of all staff responsible for the various material categories that will be rearranged and how they have worked together on this project.

Ease@Work will be leading the second part of the Management Team session in August as well as a presentation at the Columbus Day Staff In-Service Day.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by McDowell, to accept Resolution # R-12-7-4, to accept a gift of \$50.00 from Nancy Ondus in honor of the 50th Wedding Anniversary of Ted & Donna Kuczinski. All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Sharon Vollmer of the Friends Group informed the group that the Friends are presenting a program at Main Street featuring the Keller Brothers. There was also discussion about book groups including how the books for the book groups are obtained, what to do with them when they are done and what to do with unsold book sale items.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 9, 2012 Regular

The annual finale to the summer reading program is this Thursday and the Friends will be serving water.

NEW BUSINESS – already covered earlier in the meeting

Dovala informed the Board that there had been questions about who was able to obtain a card for a minor and explained that the correct procedure was that it must be the parent or guardian.

COMMITTEE REPORTS

PERSONNEL

Dulmage reported on the Personnel Committee meeting noting that they are working getting a schedule for staff, management, and board assessments. It is hoped that once the process is started that it will be a continuing event. All the effort is being directed at improving communication, how activities within the various departments are progressing, as well as working on future job needs. A prior survey of this type had elicited concern on the part of staff. That is not the purpose of this survey.

The next Personnel Committee meeting will be July 24, 2012 at 10:00 a.m. at the Library. The following month the Personnel Committee will meet on August 28, 2012 prior to the September regular board meeting. Blakey will post the proper notices.

FINANCE & AUDIT – handled earlier in the meeting

McDowell and Yorks moved to adjourn. Meeting adjourned at 7:30 p.m.

President

Attest