

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 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, Jim Yorks, Marilyn Jenne, Laura Dulmage, Nate Woodward and Judy Alexander were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Sharon Vollmer from the Friends Group.

McDowell moved, seconded by Yorks, to accept Resolution # R-12-6-1, approving the minutes of the May 14, 2012 Budget Hearing for 2013 and regular meeting. Blakey was instructed to attach the page received from Attorney Conry with the details of the DeLloyd bequest to the May minutes. All present voted in favor. MOTION PASSED

Fiscal Officer Blakey reviewed the May 2012 financial reports noting that the year to date percentages of both revenue and expenses were in line. Jenne moved, seconded by Dulmage, to accept Resolution # R-12-6-1, accepting the May 2012 Financial reports as presented. All present voted in favor. MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala noted that: 1) the various sandstone items around the Library have been cleaned and will soon be sealed to make future cleanings easier, 2) the lamppost near the Spring Street entrance has been replaced, 3) the roof resealing is in process, and 4) the fence will be sanded/painted when the Library's place in line is reached with the contractor.

It appears that the rock façade around the top of the addition is sitting on a rusting beam or metal lentil. The \$4,000.00 patch job appears to have blossomed into a potentially much larger undertaking. Discussion followed. In order to make an adequate assessment of the condition of the façade, access has to be obtained to look inside the area. There was discussion about what to do in various scenarios, but it was decided that further discussion should wait until the actual assessment has been accomplished. Yorks and McDowell will investigate in detail and report to the entire Board when a report is available.

LIBRARY ADMINISTRATOR'S REPORT

Dovala gave a brief review of his report, highlighting the hiring of Sean Nelson as a temporary technology trainer for the summer. He noted that Melanie Presler would be covering the outreach position on a trial basis without increasing her hours to full time status.

Mike Sherrill of Simplified Facilities Management has a building maintenance notebook that contains pertinent information for future reference.

Dovala was approved as a Rotarian and was honored by being 'volunteered' to make a presentation at an upcoming meeting. Dovala will speak about the Library. Dovala noted that Sue Sailer did a great job handling circulation during the vacation of Dorene Sweet, circulation manager.

A recent article in the Journal caused some concern on the part of the Friends Group. A student reporter had a list of questions and one question asked if the Friends contributed to the summer reading program. The answer was no, but the no further questions were asked to show the many contributions that the Friends of the Library do for the benefit of the Library. A new article will be forthcoming enumerating all the programs

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and purchases that the Friends of the Library have done in support of the Library. Circulation is doing great.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Jenne, to accept Resolution # R-12-6-3, accepting the following Endowment Fund gifts:

In memory of William (Bill) Hall

\$20.00 from Susan Sailer

\$50.00 from Larry & Carol Hoagland

\$35.00 from Eric Hammer & Richard Skerl

\$40.00 from Ron & Chris Jacobs

\$25.00 from Sally A. Jones

All present voted in favor.

MOTION PASSED

Dovala presented a basic cost estimate on one suggested option for the use of the DeLloyd bequest that was not available at the previous meeting. Dan Meehan of HB+M gave an estimate for a two-story addition that would measure about 24 x 15 and connect on the east side of the current area where the old and new buildings are connected. The rough estimate is about \$200,000.00. Discussion of this option versus the option of opening up the second floor of the old building ensued.

Dovala reported on a letter received on behalf of an outreach patron concerning items available to outreach clients. After careful evaluation of outreach procedures, the matter has been resolved.

After discussion with staff involved in the decision process, Dovala concluded that outreach patrons should be in line with all other patrons. New items can be put on reserve and the same limits on number of DVD's, etc. will apply to outreach as applies to all other patrons. Thanks were expressed to Lisa Stanley who has been and continues to fill in until Melanie Presler is trained.

COMMITTEE REPORTS

BUILDING AND GROUNDS – handled earlier in meeting

PERSONNEL

Dulmage reported on the committee meeting held on June 5 with Alexander, Jenne, Dulmage and Dovala in attendance. The outreach procedures were reviewed. The hiring of Sean Nelson was reviewed. Dulmage and Alexander had attended a seminar sponsored by the Nord Foundation on evaluations for both staff and board and noted that both needed to be done on a regular basis. Basic training should be available for new trustees. It was noted that the Ohio Library Council offers new trustee training programs during the year. It was decided that at the July meeting that there would be an executive session to discuss the timeline for evaluations. (I have attached slides from a session on valid reasons for executive session to aid in this topic.) The next Personnel Committee meeting will be June 26, 2012 at 10:00 a.m. at the Library.

FINANCE & AUDIT – Audit meeting to be scheduled

Sharon Vollmer of the Friends Group reminded everyone to go to Ziggy's to dine on June 12 and mention the Friends Group. The Friends will receive 15% of the receipts if mentioned to the wait staff.

Jenne moved, seconded by Dulmage, to adjourn. Meeting adjourned at 6:45 p.m.

President

Attest