

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 11, 2014 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Dennis Clotz, Laura Dulmage, Marilyn Jenne, Walter McDowell, Nate Woodward, and Judy Alexander were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Technology Manager.

McDowell moved, seconded by Jenne to accept Resolution # R-14-8-1, approving the minutes of July 14, 2014. All present voted in favor.

MOTION PASSED

Technology Manager Cioffi reported on the July financial reports noting that all percentages should be at 58%. She said revenue and expenses were in order for this time of year. Cioffi noted that the library received an amended certificate of resources from the county Budget Commission, giving the library an additional \$6279.37 of PLF funds, which is reflected in the revenue status report under Public Library Fund Final Budget. Cioffi also noted that the preliminary PLF estimate for 2015 has been released and the library is not expected to lose revenue at this time. Alexander moved, seconded by Woodward, to accept Resolution # R-14-8-2, accepting the July 2014 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Since the Board was given a chance to review the proposed bylaw changes presented at the July meeting, McDowell motioned, seconded by Jenne to accept Resolution # R-14-8-3, accepting the proposed bylaw changes. Alexander will distribute the new bylaws to the Board. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala reported on the Carnegie remodel, noting that all of the major structural work should be completed this week. Painting is being completed this week and the kitchenette will be installed. Carpet installation is scheduled for Friday, August 15. The walls for the local history room have been built offsite and are ready to be installed as well.

Dovala also reported on the restructuring of library positions, noting that he wanted to start the process early. Melanie Presler has been selected as Reference Services Manager. Starting in September, Melanie will be in charge of the Reference schedule and will oversee all adult programming. Janet Turner will work her regular reference hours until she retires at the end of November. She will help train Presler and be a resource for her as she transitions over into her new duties.

Sarah Schmitkons has transitioned from working as the Shelving Supervisor, to working at the Reference desk, since that position was a better fit for her talents and interests. In addition, she will be purchasing the Nonfiction collection and oversee the physical Local History collection. Since shelving duties are tied closely with circulation duties, Dorene Sweet will now supervise the Shelving Department. Victoria Vogel has taken over the responsibility of purchasing the Ebook collection from Melanie Presler.

NEW BUSINESS

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Circulation Assistant, Debbie Almon and Public Relations Specialist, Kaye Koler submitted their resignations. Discussion on how to cover Koler's duties commenced. With the current job duty restructuring underway, many of her responsibilities may be able to be filled internally. Janet Turner has been ordering the Fiction collection during Koler's sick leave and will continue to order it until there is a replacement. Dovala plans on asking Melanie Presler if she is interested in assuming that responsibility. Presler has prior experience working at the Oberlin Co-op Bookstore where she used to select materials. Dovala asked the Board for their opinion on position of liaison to the Friends of the Amherst Public Library group. Several possibilities were discussed. The position may be divided between several staff members in order to better cover the needs of the group. The Public Relations portion of Koler's job may need to be posted externally depending on internal staff interest. Alexander suggested that the Public Relations job description should be amended so the person in that position reports to the Library Administrator.

McDowell asked that an updated staff roster be distributed to the Board.
GIFTS & CORRESPONDENCE

Dovala was contacted by Mr. Sherman who would like to make a memorial donation in memory of Pat Leimbach. He didn't have a definite item in mind, but was looking for ideas. One item that was mentioned was a van for the library to use for outreach deliveries and conference travel. Dovala will present several ideas to Mr. Sherman for consideration.

Dovala asked the Board if they had any objections to donating the unused trim work from the Carnegie remodel project to the Amherst Historical Society. The Board had no objections, and the Amherst Historical Society will be contacted in regards to the trim.

There were no PUBLIC COMMENTS.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

FINANCE & AUDIT – no report

PERSONNEL

McDowell moved, seconded by Alexander, to accept Resolution # R-14-8-4, to go into executive session at 6:35 p.m. to discuss the appointment of the Fiscal Officer. All present voted in favor. MOTION PASSED

The Board returned to regular session by motion from Dulmage, seconded by Jenne at 7:10 p.m. All present voted in favor.

McDowell moved, seconded by Alexander to accept Resolution # R-14-8-5 to authorize the personnel committee to make a selection for the Fiscal Officer position and to authorize President Clotz to offer their selection a maximum of \$35,000 in compensation. All present voted in favor.

MOTION PASSED

McDowell moved to adjourn, seconded by Jenne. Meeting adjourned at 7:15 p.m.

President

Attest