

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

July 14, 2014 Regular

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

McDowell moved, seconded by Jenne to accept Resolution # R-14-7-1, approving the minutes of June 9, 2014. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported on the June financial reports noting that all percentages should be at 50%. She said revenue and expenses were in order for this time of year, also noting that expenditures were down, but there just isn't space to purchase more at this time. Dulmage moved, seconded by Alexander, to accept Resolution # R-14-7-2, accepting the June 2014 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

The first payment request has been received from Lauren Building Company through the Holzheimer, Bolek + Meehan Architects. The bill was recommended for payment by the architect. Blakey explained she had requested her assistant, Kristin Cioffi, to review the documentation attached to the request for payment. Cioffi had attended a seminar on prevailing wage related construction and did an excellent job reviewing the payment request. Several items noted were status of subcontractor employees and number of workers on the reports. Lauren Building Company was requested to follow up the questions. After discussion, the Board was in agreement that the check could be released.

Library Administrator, Don Dovala reported on the Carnegie remodel, noting that the electrical fuse box had been recessed into the wall making the area much more pleasing to the eye. The coves in the Carnegie remodel have been shaped and mudded in and will keep the historic look of the room.

### LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala noted that he is continuing the work of restructuring Library positions. It has been a work in process for the last year and is now being tweaked for the upcoming retirement of Janet Turner from the Reference Department. The Reference Manager's position has been posted internally and he expects several applicants before the expiration of the posting which is next week.

Dovala continued that there has been some overlap in job responsibilities in several areas in the Library and he is working to streamline reporting responsibilities of the affected positions.

### NEW BUSINESS

The new lamp posts are up and look great. It ties the entire downtown area of Amherst together.

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Trinity Evangelical Free Church sponsored a 5K run and the Library was the fortunate recipient of a donation of \$825.00 from the church. Circulation Manager Doreen Sweet is a member of the congregation.

With Kaye Koler being on extended sick leave, staff has stepped up to cover her responsibilities. Janet Turner is ordering fiction and in turn Sarah Schmitkons has taken over nonfiction ordering from Turner. Kristin Cioffi has taken over posting items on the TV screen above the circulation desk. All areas appear covered at this point in time.

Dovala requested the Board consider a new policy about photographing Library employees. There was a recent incident witnessed by staff of a patron clandestinely taking pictures/video of Library staff members. Dovala contacted the County Prosecutor's Office and was told a policy was needed to present to patrons in order to stop the behavior.

Dulmage moved, seconded by McDowell, to accept Resolution # R-14-7-3, accepting the following policy:

**The taking of photographs or video recording is prohibited without the consent of a staff member.**

All present voted in favor.

MOTION PASSED

### GIFTS & CORRESPONDENCE

McDowell noted that the Journal had an excellent about Cheryl Ashton and the Summer Reading program at the Library.

Alexander moved, seconded by Dulmage, to accept Resolution # R-14-7-4, to accept the following gifts:

\$825.00 from Trinity Evangelical Free Church  
\$25.00 in memory Phillip J. Froman from Bill & Janet Bremke

All present voted in favor.

MOTION PASSED

There were no PUBLIC COMMENTS.

### COMMITTEE REPORTS

FINANCE – no report

### PERSONNEL

Dulmage reported on the July 2, 2014, joint meeting with Oberlin Public Library Director, Darren McDonough and Mary Kirtz, Oberlin Public Library Trustee concerning the retirement of Fiscal Officer Blakey and the possibility of sharing a fiscal officer in the future. They opted not to formally link the job search, but share information and applicants as appropriate.

Dulmage presented a time line for the advertising and posting of the fiscal officer position, as well as respective deadline for receipt of resumes. The

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timeline can be adjusted as needed. It was noted that Ritter Library in Vermilion recently posted for that position.

Dulmage noted that President Clotz, Marilyn Jenne and she would be reviewing resumes to recommend for interview. Dulmage requested that the interview committee be the Personnel Committee, the Board President and a representative from the Finance & Audit Committee. Clotz asked that Trustees forward to him all interview questions in order to keep the process moving with the timeline.

The posting both internally and externally will be exactly the same.

The Personnel Committee requested that Library Administrator, Don Dovala and Fiscal Officer Blakey post the position on the appropriate library related websites, the Chronicle, Journal, and the Amherst News Times classifieds for two weeks. The resumes are to come to Dovala to date stamp and collect for review by the Personnel Committee.

The posting should include pertinent information for the position which is a salaried part time average 20-hour per week position with required office hours and a salary range of \$15,000 to \$25,000 per year. Resumes will be accepted through close of business on August 8, 2014.

BUILDING & GROUNDS – no report

BY-LAWS AD HOC COMMITTEE

Clotz reported on the meeting held July 2, 2014, at the Library with Clotz, McDowell, and Dovala in attendance. The current 1990 bylaws were reviewed and suggested revisions were noted. It was recommended to take the updated by laws document to the entire Board for review. A vote will be taken at the August meeting as appropriate.

McDowell moved, seconded by Dulmage, to accept Resolution # R-14-7-5, to go into executive session at 6:37 p.m. to discuss matters required to be confidential. Roll call vote: Jenne, Dulmage, Clotz, Alexander, McDowell, ALL AYES.

MOTION PASSED

The Board returned to regular session by motion from Dulmage, seconded by Alexander at 7:01 p.m. Roll call vote: Dulmage, Clotz, Alexander, McDowell, Jenne, ALL AYES.

MOTION PASSED

Dovala invited all to inspect the progress of the Carnegie remodel.

McDowell moved to adjourn. Meeting adjourned at 7:02 p.m.

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President

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Attest