

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 10, 2014 Regular

President Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Dennis Clotz, Judy Alexander, Marilyn Jenne, Walter McDowell, Laura Dulmage, James Yorks, and Nate Woodward were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Retiring Fiscal Officer, and Kristin Cioffi, Fiscal Officer pro tem and IT Manager. Also present were Darcy and Kaye Teets.

McDowell moved, seconded by Yorks, to accept Resolution # R-14-11-1, accepting the October 13, 2014 minutes. All present voted in favor.

MOTION PASSED

Notary Kathi J Blakey swore in Kristin Cioffi as Fiscal Officer.

Fiscal Officer Blakey reported on the November financial reports prepared by Kristin Cioffi. Blakey noted that Cioffi had encountered an unusual reconciling item on the bank statement and had isolated the amount and was able to complete all the month end reports quite successfully.

Blakey noted that the percentages were all as expected in revenues and expenses. She noted that there were significant funds still available to spend. Yorks asked about any carryover of funds. Blakey noted that there could be as much as \$400,000.00. There was discussion about transfers at year end. Blakey noted that a transfer into the Endowment Fund would still roll up into the General Fund on the annual financial statements which are audited.

There was a question about the low spending in the periodicals account. Cioffi fielded that question noting that the payment is made annually through a company that provides all the magazines to the library.

Alexander moved, seconded by Woodward, to accept Resolution # R-14-11-2, accepting the October 2014 financial reports as presented. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Dovala recognized Lisa Stanley, Cheryl Ashton, Kristin Cioffi, Mary Geer, and Dorene Sweet for their work for the annual staff in-service day held

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October 13. It was a huge success and offered staff the opportunity to work together and learn some basic health safety procedures.

The Open House for the DeLloyd Room was a success thanks to the efforts of Charlene Kalo, Kristin Cioffi, Cheryl Ashton, and Lisa Stanley. It was an opportunity for the public to view the room as well as celebrate the retirement of long time trustee, Marilyn Jenne, and retiring staff members Janet Turner with 38 years of service and Kathi Blakey with 25 years of service.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that the first floor public area and the stairwell will have the carpet replaced to match the newly remodeled DeLloyd Room. This should take place between Thanksgiving and Christmas. Attractive Carpet of North Ridgeville will do the work.

Dovala has obtained a quote from Simplified Facilities Management for a fire door with a wood bottom and a glass upper portion to replace the wood fire door coming in from the public restrooms. This door will have a button for handicapped individuals to use to have the door open for them. The cost is around \$6,000.00. The need for the glass top for visual control of that hallway by the restrooms is necessary since the door will be kept closed in the winter because of the cold air that comes in when the outside door opens.

Charlene Kalo is now the library liaison to the Friends of Amherst Public Library. She has already increased staff membership into the Friends Group. She works well with the Friends and has already been involved with the Friends Annual author luncheon.

Dovala discussed a new form of material arrangement for library materials. He called it Dewey Lite and said they had visited Milan Library and observed how they have rearranged their materials. There were numerous questions with Dovala noting that it will start upstairs in the children's and nonfiction areas. He estimated it could take a year to complete the task since every book will have to be touched. A new label will be added above the current Dewey information to aid in shelving the items properly. Current staff will be offered extra hours to complete the project.

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NEW BUSINESS

Yorks moved, seconded by McDowell, to accept Resolution # R-14-11-3, accepting the following gifts:

\$600.00 from E. Faye Sutherland

In memory of Elna & Donald Wittenbrook:

\$100.00 from Christine Reisz

\$50.00 from John & Margaret Eischen

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Blakey requested to be able to speak as public and thanked the Trustees so very much for the wonderful reception held for the retirements herself and Janet Turner. She noted she was overwhelmed with the generosity of the Staff and Trustees. She noted that the Library has been a haven in times of grief and a home with friends to share both the good and bad.

COMMITTEE REPORTS

PERSONNEL – no December meeting

BUILDING AND GROUNDS - no report

FINANCE & AUDIT – no report

The Board asked Mr. Teets if he had any questions or comments about the meeting and board activities in general. He said that he was glad to be here. The trustees all introduced themselves and look forward to his appointment to replace retiring member Marilyn Jenne.

Yorks moved to adjourn. Meeting adjourned at 6:34 p.m.

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President

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Attest