

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 13, 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, Laura Dulmage, Nate Woodward, Judy Alexander, Marilyn Jenne, and Jim Yorks were present. Walter McDowell was absent and excused. Also present were Kathi Blakey, Fiscal Officer, and Kristin Cioffi, Assistant Fiscal Officer/IT Manager. Library Administrator, Don Dovala was absent due to illness.

Yorks moved, seconded by Jenne, to accept Resolution # R-14-10-1, approving the minutes of the September 8, 2014 meeting. All present voted in favor.

MOTION PASSED

Blakey reported that the figures in the September reports were as expected for this time of year. There was discussion as to whether to transfer any funds from the General Fund to the Building Fund at the end of the year. Blakey noted that she would have a better idea of how much carryover there might be after the month of October is closed and that the board wouldn't need to make a decision until the December board meeting. Yorks moved, seconded by Alexander to accept Resolution R-14-10-2, approving the September 2014 financial reports.

MOTION PASSED

Payment application # 3 has been received with payment approval noted by the Holzheimer, Bolek + Meehan architect. Yorks moved, seconded by Jenne, to accept Resolution # R-14-10-3 to approve payment application # 3 to Lauren Building Company. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Woodward, to accept Resolution # R-14-10-4 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. All present voted in favor.

MOTION PASSED

OLD BUSINESS

No old business

LIBRARY ADMINISTRATOR'S REPORT

Dovala was absent.

NEW BUSINESS

Darcy Teets has submitted an application for the Board of Trustee position for the term January 2015- December 2021. It was noted that Teets was an active Amherst resident. Jenne moved, seconded by Dulmage, to accept Resolution # R-14-10-5, instructing Dovala to forward Teets' application to the Amherst Board of Education for approval, pending Teets' continued interest. All present voted in favor.

MOTION PASSED

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Cioffi reported on the library's Staff Development day that took place earlier in the day. Lisa Stanley, Cheryl Ashton, Dorene Sweet, Mary Geer, Charlene Kalo, and Kristin Cioffi contributed to making the day a success. In the morning, staff received first aid instruction from Kim Haney and her students from Amherst Steele High School. They also had a training session from Sam Chada of Sandusky Public Library, learning about new technologies and how they can help patrons use them. After lunch, staff participated in a readers' advisory program and team building activities. They also recognized Kathi Blakey and Janet Turner for their years of service at the library. Cioffi also discussed the computer maintenance that was able to take place during Staff Development day, since the library was closed.

GIFTS & CORRESPONDENCE

Due to Dovala's absence, Gifts will be presented at the November Board meeting.

There were no PUBLIC COMMENTS.

The Board discussed the name of the newly renovated meeting room, confirming that it is to be called the DeLloyd Meeting Room. The downstairs meeting room will continue to be called the Community Room.

COMMITTEE REPORTS

BUILDING AND GROUNDS – no report

PERSONNEL

At their September 30 meeting, the committee discussed the library's new organizational chart. The chart reflects the changes in staff and job duties over the years. Dovala needs to distribute a final copy of the chart. The committee also discussed the library's Staff Development day. The next meeting will be October 28 at 10:00 at the Library.

FINANCE & AUDIT - no report

Jenne moved to adjourn, seconded by Dulmage. Meeting adjourned at 6:25 p.m.

President

Attest