

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 8, 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: Laura Dulmage, Dennis Clotz, Nate Woodward, Marilyn Jenne, Walter McDowell, and Judy Alexander were present. Jim Yorks arrived later as noted in the minutes. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Kristin Cioffi, Assistant Fiscal Officer/IT Manager.

McDowell moved, seconded by Jenne, to accept Resolution # R-14-9-1, approving the minutes of the August 11, 2014 meeting. All present voted in favor.

MOTION PASSED

Blakey reported that Kristin Cioffi had entered all the checks for payment and had done an excellent job because the August bank statement balanced the first time.

Payment application # 2 has been received with payment approval noted by the Holzheimer, Bolek + Meehan architect. Blakey asked Cioffi to comment on her review of the document. Cioffi reported that her review had noted a discrepancy in the county rates used. This was corrected for Lorain County prevailing wage rates. Dulmage moved, seconded by Alexander, to accept Resolution # R-14-9-2 to approve payment application # 2 to Lauren Building Company. All present voted in favor.

MOTION PASSED

Blakey briefly reviewed the August financial reports noting that receipts and expenditures are as expected for this time of the year. McDowell moved, seconded by Jenne, to accept Resolution # R-14-9-3 approving the August 2014 financial reports as present. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala noted that the DeLloyd remodel of the Carnegie Building upstairs should be completed this week. Final items will be reviewed with the contractor and the room should be open next week.

### LIBRARY ADMINISTRATOR'S REPORT

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Dovala informed the Board that the annual staff in-service day will be October 13. It will be a team building day with the program driven by Library staff.

Lorain County libraries are sponsoring a bus tour over a two day period for local officials and library representatives. The Friends of Amherst Public Library will provide light refreshments on the day that the tour starts here.

Reference Manager, Melanie Presler, is working on developing a schedule for her area. The public relations position is still in process.

The Library's landscape company has recommended a change up in the plants around the Library. The bushes are old and overgrown. An estimate given to Dovala was \$13,000.00 to remove bushes, roots and replant. Trees will not be disturbed. Another rough winter is expected, so Dovala will revisit landscaping next year.

Dovala would like to replace the carpeting in the remaining parts of the entire Library to match the DeLloyd Room. Painting would be done in areas not covered by wall bookshelves and the blue accent color in various parts of the Library would be changed. His suggestion was to do the downstairs possibly this year and then the upstairs in the newer building next year after all the relocation of various sections in that area is completed. General consensus of the Trustees was to get some quotes and continue the physical improvements to the Library.

The cornice had been repainted by Pullin Painting and Dovala informed the Board that he had received a quote from Pullin to paint the lamp posts at \$100.00 per pole. This project will be completed in the near future.

Jim Yorks arrived at 6:15 p.m.

### NEW BUSINESS

An updated Trustee application was distributed to the Trustees. Marilyn Jenne, whose term is up this year, has decided not to renew this year. The other Trustees said she will be sorely missed.

Dulmage moved, seconded by Jenne, to accept Resolution # R-14-9-4, to contract with Kristin Cioffi as Fiscal Officer beginning November 9, 2014

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through the end of the year. A new contract will be negotiated at the Organizational Meeting in December. The November 9 start date will allow some overlap time with current Fiscal Officer Blakey transfer of bank authorizations and vendor contact information. All present voted in favor.

MOTION PASSED

GIFTS & CORRESPONDENCE

There were no gifts. Janet Turner will be retiring and Dovala passed around her letter or resignation for the Trustees to read. An updated staff roster was distributed as requested at the previous meeting.

There were no PUBLIC COMMENTS.

COMMITTEE REPORTS

BUILDING AND GROUNDS

McDowell noted that the paint on the façade looked nice and that the only thing needing attention was the downspout.

PERSONNEL

The next meeting will be September 30 at 10:00 at the Library.

FINANCE & AUDIT

Blakey distributed the latest and greatest PLF anticipated funds from the county auditor.

Kristin Cioffi was asked if she wanted to say anything. She thanked the Board for hiring her. The Board thanked Cioffi for accepting the position and said she should be good for twenty-five years.

McDowell moved to adjourn. Meeting adjourned at 6:30 p.m.

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President

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Attest