

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 14, 2015 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: Dennis Clotz, Darcy Teets, Nate Woodward, Walter McDowell, and Judy Alexander were present. Laura Dulmage was excused. Jim Yorks arrived later as noted. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager, and Bill Strohm.

McDowell moved, seconded by Alexander, to accept Resolution # R-15-12-1 accepting the November 9, 2015 minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the November financial reports. She reviewed the status of revenues and expenditures to date, noting that there would be a large carryover at the end of the year. There was discussion of making a transfer of carryover funds from the General Fund into the Building Fund. McDowell moved, seconded by Teets to accept Resolution # R-15-12-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$150,000.00 from the General Fund into the Building Fund. All present voted in favor.

MOTION PASSED

Cioffi noted that the new accounts had been opened at Buckeye Community Bank, and she was in the process of transitioning everything over.

Yorks arrived at 6:06 p.m.

Woodward moved, seconded by Teets, to accept Resolution # R-15-12-3, accepting the November 2015 financial reports. All present voted in favor.

MOTION PASSED

Woodward moved, seconded by McDowell, to accept Resolution # R-15-12-4, approving 2016 Temporary Appropriations from the General Fund totaling \$1,394,900.00, \$139,352.00 from the Endowment Fund, and \$550,000.00 from the Building Fund. Roll call vote: Clotz, Teets, Woodward, McDowell, Alexander, and Yorks, ALL AYES.

MOTION PASSED

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### OLD BUSINESS

Library Administrator, Don Dovala reported that he edited the basic bid drafted by Building Facilitator Mike Sherrill, incorporating the modifications that Yorks suggested at the November board meeting. Yorks then compiled a finalized version of the bid, and Dovala distributed that version to the board. The next step is for Dovala to send the bid to Assistant Lorain County Prosecutor Jerry Innes for review and to finalize the list of companies included for invitation. Yorks recommended asking Innes to clarify the library's requirement regarding prevailing wage. Yorks also suggested inviting 4 to 5 companies to submit bids and recommended placing an ad in the local newspapers instructing companies interested in being considered for invite to contact the library. McDowell recommended asking the city if the library would be able to use any of the San Spring Building parking lot during construction. There was discussion regarding having a pre-bid meeting and additional items to review prior to the meeting.

Dovala noted that he would like to start as soon as possible on the upstairs remodel project. The design is being finalized, and Only Libraries will be submitting price quotes shortly. After a final design is chosen, it will take 2 to 3 months before construction can begin. Since the current lighting is hazy and not effective for signage, Dovala hopes that new lighting can be incorporate into the remodel plan. York offered his assistance with lighting ideas if needed. Yorks requested that Dovala show him where the door and window for the new office upstairs will be located, so it could be included in the information presented at the pre-bid meeting.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library participated in the Miracle on Main Street Parade again this year. Circulation Specialist Tina Monda and her husband did a great job creating a tree made of books to pull in the parade. The tree is currently on display next to the circulation desk. Monda graciously offered to store the tree at her house after the holidays, until new storage is available at the library. Yorks thanked that staff for participating, noting that the event is good for downtown businesses.

Dovala mentioned that violinist Math Beth Ions performed in the DeLloyd room last week, and a new seating arrangement allowed for additional attendance. Dovala reported that Cioffi had set up a cloud based printing service, allowing patrons using wireless devices to print at the library, as

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well as enable patrons to print to the library printer from home. The library also replaced one of its copy machines, and both public copy machines offer color copies now. Yorks asked if the library participated in Bobel's 2 plus 2 program, which gives a 2% discount to the customer and gives a 2% donation to Main Street Amherst. Dovala responded that he will find out and recommend joining the programming if the library is not currently participating.

NEW BUSINESS

Dovala presented the 2016 Compensation table, noting that there were no changes made from 2015. McDowell moved, seconded by Yorks to accept Resolution # R-15-12-5, approving the 2016 Compensation table as presented. Roll call vote: Clotz, McDowell, Woodward, Alexander, Yorks and Teets, ALL AYES.

MOTION PASSED

GIFTS & CORRESPONDENCE- none

There was discussion about when and where the staff/board holiday party would be. Dovala said that he would schedule it for some time in January and let everyone know at the next meeting.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report  
PERSONNEL- no report  
FINANCE & AUDIT- no report

McDowell moved to adjourn. Meeting adjourned at 6:33 p.m.

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President

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Attest