

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 12, 2015 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Dennis Clotz, Walter McDowell, Darcy Teets, Laura Dulmage, and Judy Alexander were present. Nate Woodward was absent and excused. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

McDowell moved, seconded by Alexander, to accept Resolution # R-15-1-1 accepting the December 8, 2014 Regular meeting minutes and the 2015 Organizational meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the December financial reports, reporting on the General fund carryover balance. She also reviewed where the \$171,728.51 transfer from the General fund to the Building fund displayed in the reports. Cioffi noted that \$156,325.37 had been spent from the DeLloyd bequest to date. It was agreed that the remainder of the bequest be put towards the upstairs building remodeling. Alexander moved, seconded by Dulmage, to accept Resolution # R-15-1-2, accepting the December 2014 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the library had purchased a CD-ROM of the 2014 OLC Trustee handbook, and gave newly appointed trustee Darcy Teets a printed copy. If other trustees would like a printed or digital copy of the handbook, Dovala will distribute them. Dovala also reported on a news article from the Chronicle Telegram, shared with him by McDowell. The article addressed security issues in libraries in Toledo, citing various incidences and the use of security guards. The article put in perspective how lucky the Amherst Public Library in this respect.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the instillation of the new carpet in the downstairs part of the library is finished and has been well received. The upstairs part of the library will be remodeled later this year. The children's section of the upstairs may have a different carpet color to set it off from the rest

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of the library. Dovala noted that the upstairs remodel would be more costly than the downstairs was, because the library will be getting a new reference desk, will need to run new electric and data lines, and will be installing proper children's shelving. Teets had a question about children's shelving, which Dovala answered by explaining the difference between children's and adult shelving.

Dovala explained that in order to gain more seating space upstairs, the library will need to weed 10% of the current nonfiction collection. Senior Reference Specialist Sarah Schmitkons is currently weeding under the direction of Adult Services Manager Melanie Presler. The books being weeded are those that are out of date and do not circulate. Because of the large number of books being taken out of the collection, Circulation Specialist Alice Stafford will be working extra hours to delete those books from the catalog. Technical Services Manager Mary Geer will sort the discards and set aside the desirable books for the next Friends of the Library book sale. The rest will be boxed up and sent away for proper recycling.

Dovala reported that the new fire door has been installed downstairs and is already helping with cleanliness and heat retention. The offsite storage unit that the library has been renting will be cleaned out. Since the pod has been a nice storage solution, Dovala is looking at options for a similar onsite building for storage. The building facilitator has recommended building a shed in the parking lot, and Dovala will get quotes. The Lorain County Library directors hold a bimonthly meeting, and the February meeting will be held at the Amherst Public Library on February 5. Dovala distributed the library's Organizational chart to the board and will update it as needed.

### NEW BUSINESS

Dulmage moved, seconded by McDowell to accept Resolution # R-15-1-3, approving the 2015 contract for Fiscal Officer Cioffi. All present voted in favor.

MOTION PASSED

### GIFTS & CORRESPONDENCE

Dulmage moved, seconded by McDowell, to accept Resolution # R-15-1-4, accepting the following gifts:

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In memory of Michael Martin Heberling:  
\$40.00 from Jim and Donna Witherow

As a gift to Ray and Phyllis Dellefield:  
\$100.00 from Anna and Scott Norcross

All present voted in favor.

MOTION PASSED

There were no public comments.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL-

The Personnel committee met on December 30, 2014 and discussed the Fiscal Officer's contract and staff updates. There will be no Personnel committee meeting in January.

FINANCE & AUDIT- no report

McDowell moved to adjourn, seconded by Teets. Meeting adjourned at 6:21 p.m.

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President

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Attest