

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 8, 2015 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:05 p.m. Roll call: Dennis Clotz, Walter McDowell, Laura Dulmage, Jim Yorks, and Darcy Teets were present. Judy Alexander and Nate Woodward were excused. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/Technology Manager, and Kaye Teets.

McDowell moved, seconded by Dulmage, to accept Resolution # R-15-6-1 accepting the May 11, 2015 Budget Hearing minutes. All present voted in favor.

MOTION PASSED

McDowell moved, seconded by Teets, to accept Resolution # R-15-6-2 accepting the May 11, 2015 Records Commission meeting minutes. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by Dulmage, to accept Resolution # R-15-6-3 accepting the May 11, 2015 Regular meeting minutes. All present voted in favor.

MOTION PASSED

McDowell complimented Cioffi on the minutes for the three meetings.

Fiscal Officer Cioffi reported that she had filed the 2016 Budget Request with the Amherst School Board and the Lorain County Auditor. She also reported that the Certificate of Records Disposal approved at May's Records Commission meeting has been approved by the State Archives. Cioffi reviewed the May financial reports noting that revenues and expenditures were as expected for May. McDowell commented that the Property Rental Fund could be removed from the Fund Status report since it has no balance, and the library no longer has rental property. McDowell also noted that Amherst United Methodist Church had voted on consolidating operations to one campus, and the Park Avenue Campus was chosen. Discussion ensued regarding the need for the trustees set up a time to talk about future goals for the library. McDowell moved, seconded by Yorks to accept Resolution # R-15-6-4, accepting the May 2015 financial reports. All present voted in favor.

MOTION PASSED

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### OLD BUSINESS

Library Administrator, Don Dovala reported that the new awning is up and has been well received. The landscaping is 95% complete, with mulch scheduled to be put down after this week's Walking on Wednesday. Yorks asked if the bands for all of the Walking on Wednesdays have been finalized. Dovala responded that this week's group was Acoustic Tuma, and that Dann Swift, Mary Beth Ions, and Men of Steele were scheduled for the remaining three Walking on Wednesdays. He also noted that the outside electricity has been installed, and the weather forecast looks good for this Wednesday.

Yorks reported that he spoke with Teresa Gilles regarding banners for the library's light posts. The city will give the library banners, but the library will need to hang the banners themselves. The light posts need to have 2 arms to hang the banners on. Yorks told Dovala that the city has extra arms they could give us. Dovala would need to obtain them from Ron Merthe, Amherst Utilities Superintendent, and the library would be responsible for hanging them. Yorks noted that the library might not be interested in hanging baskets because they need frequent watering to avoid drying out.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the Wine and Chocolate Walk was very successful, with 280 people attending. Charlene Kalo, Lisa Stanley, and Cheryl Ashton did a great job serving attendees delicious chocolate mousse prepared by Charlene Kalo. The library had a small group that participated in the city's Memorial Day Parade. Dovala hopes to be able to recruit larger groups for future parades.

### NEW BUSINESS

Dovala noted that Charlene Kalo's title will now be Community Relations Specialist, and a new job description has been created for that position. The position falls under the PR department and will entail attending community meetings as a representative of the library. Along with Cheryl Ashton, Youth Services/ PR Manager, she will also attend meetings of the Lorain County Libraries PR group. Lisa Stanley, Youth Services/ Outreach Specialist, will be working on getting a larger group together to participate in future parades. Yorks suggested recruiting members of the Friends of the Amherst Public Library or children that frequent the library.

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Dovala presented a revised 2015 Compensation Table to the Board. The Community Relations Specialist position was added under the Specialist grade and Temporary was added as a new grade. The Temporary grade will be used for the position of Summer Reading Assistant and will have the same salary range as the Shelver grade. Sydney Novak has been hired to fill the Summer Reading Assistant position. Dulmage moved, seconded by Yorks, to accept Resolution # R-15-6-5, accepting the revised 2015 Compensation Table as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala reported that management team has discussed options for additional storage. The consensus was that they would like to add a two story addition onto the library for office space and storage. If that option was not feasible, they would like to put up a shed or garage on the library's vacant property across Spring Street. Yorks commented that he agrees, and the Board would need to look at both options. After a brief discussion, Yorks volunteered to look up what the rough cost for an addition would be and report back to the Board.

Dovala distributed a rough draft of the Strategic Plan developed by the management team. He noted that the plan incorporates general goals the library will always have, with new goals the library hopes to accomplish. McDowell suggested the trustees take the plan home and review it and that it be added as an agenda item for discussion at the next Board meeting.

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by McDowell, to accept Resolution # R-15-6-6, accepting the following gifts:

In memory of Margene Goodell:

\$15 from Annamarie Colston

\$25 from Mary Kozlok

\$15 from an unknown donor

In memory of Phyllis Pandy Dovala:

\$500 from Donald J. Dovala

All present voted in favor.

MOTION PASSED

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PUBLIC COMMENTS- none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL

Dulmage report that the Personnel Committee discussed the personnel items addressed by Dovala in his report. In addition, they discussed the schedule for evaluations. Dovala and Cioffi are scheduled to be evaluated by the Board in August, the management team will evaluate their staff members in September and October, and Dovala will review the management team in November. Yorks commented that the evaluations should not be merit based. Dulmage suggested that during their evaluations, employees can discuss how they might contribute to the goals outlined in the new Strategic Plan. There is not a meeting scheduled for this month.

FINANCE & AUDIT- no report

McDowell moved to adjourn, seconded by Yorks. Meeting adjourned at 6:37 p.m.

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President

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Attest