

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 9, 2015 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 5:01 p.m. Roll call: Jim Yorks, Darcy Teets, Walter McDowell, Judy Alexander, Laura Dulmage, Dennis Clotz, and Nate Woodward were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Yorks, to accept Resolution # R-15-3-1 accepting the February 9, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the February financial reports. Cioffi noted that revenues are as expected and that the library should be receiving the first half of the property tax revenue in the next month. She also went over the areas of the Temporary Appropriations that would need adjustments for the Permanent Appropriations. Since the Finance and Audit Committee had previously reviewed the 2015 Permanent Appropriations, Alexander moved, seconded by Woodward, to accept Resolution # R-15-3-2, approving a grand total of \$1,912,902.20 distributed as follows: \$1,373,550.00 from the General Fund, \$139,352.20 from the Endowment Special Revenue Fund, and \$400,000.00 from the Building Fund. Roll Call vote: Woodward, Clotz, Dulmage, McDowell, Alexander, Teets, and Yorks, ALL AYES.

MOTION PASSED

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

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the weeding and shifting of the Nonfiction collection is complete, and the upstairs will be gaining substantial space for seating. Dovala, Youth Services Manager Cheryl Ashton, and Adult Services Manager Melanie Presler are confident that they will be able to accomplish their goals for the upstairs. The three had a meeting with Only Libraries and discussed moving forward with the remodel.

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LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the Annual Luncheon of Friends of the Amherst Public Library, held in the library's DeLloyd Room, was very successful. They discovered that the room can hold about a maximum of 40-50 people for food service, and large programs will still need to be held at Main Street. It was noted that the chairs used in the room were purchased last year.

The library is once again participating in the Chronicle Telegram's Design an Ad contest. Students from Firelands Elementary submitted ads to the library. The winner will be chosen by staff vote. The winner will receive a framed copy of their ad and will have it published in the Chronicle Telegram.

Dovala mentioned that the Friends of the Amherst Public Library Spring Art Show will be coming up. In the past, the artwork was hung up throughout the library. This year, the library wants to display all of the artwork in the DeLloyd room, in order to create a more unified display and to have more of an art show feel. Main Street Amherst's annual Wine and Chocolate Walk is also coming up, and the library will once again be participating. Dovala would like to open the front doors to the DeLloyd room and use that area of the library to pass out chocolates. Library Liaison, Charlene Kalo will be coordinating the event and is doing a great job so far. Dovala reported that the library purchased a cake for the Friends of the Amherst Public Library to serve during their Annual Luncheon. The Friends sent the library a thank you note, not only for the cake, but also for finding Charlene Kalo to be their Library Liaison.

During the past several weeks, Dovala and other library directors around the county have been meeting with their state representatives to highlight library services and emphasize the need for funding. Meetings were held at the Amherst Public Library, the North Ridgeville Branch of the Lorain County Public Library, and Herrick Memorial Library in Wellington. Dovala noted that OLC Legislative Day will be held April 28th and he will be attending with Cioffi. Interested Trustees were also invited to attend.

A wireless door bell has been installed at the circulation desk, in order to allow staff to indicate that they need assistance at the desk during busy times and when someone is at lunch. The bell is set up to ring into the back office area. Dovala reminded the Board about the upcoming Trustee

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Meet and Greet at Cork's & Stubby's on March 26th at 6 p.m., and asked that they RSVP to him. There is an emerging Technology program scheduled, as well as time to mingle with trustees from other libraries.

NEW BUSINESS-None

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Alexander, to accept Resolution # R-15-3-4, accepting the following gifts:

In memory of Patricia DePaola:

\$25.00 from Gregory Szabo

\$25.00 from Kathy and Robert Kreeger

\$170.00 from Judy Tocchi

A Bronze Leaf has been ordered to add to the Endowment Tree in memory of Patricia DePaola.

All present voted in favor.

MOTION PASSED

There were no public comments.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL

Dulmage reported that the committee discussed creating a schedule for evaluations. The first stage should be the Board evaluating themselves. The OLC Trustee Handbook has sample evaluations, and one was distributed to the Board. The committee would like to put together a regular schedule for discussions about goal setting and measurable activities. Dulmage would like for Board members to complete the distributed evaluation for the next meeting, in order to have a discussion about opinions and areas for improvement. She noted that Dovala will have a discussion with the management team regarding their goals for evaluations for their teams, as well as what kind of support they would like from the Board. Dovala mentioned that he gives yearly reviews to the management team and any issues are dealt with as they arise. Alexander noted that the time period for the last 3 year plan was over and that in the past, the Board and management team had participated in retreats. Yorks suggested keeping questions regarding salary out of the review process

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and instead focus on goals. The next Personnel Committee meeting is scheduled for March 31st at 12:00 p.m.

FINANCE & AUDIT- no report

McDowell moved to adjourn, seconded by Yorks. Meeting adjourned at 5:30 p.m.

President

Attest