

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 9, 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: Laura Dulmage, Darcy Teets, Walter McDowell, Nate Woodward, Dennis Clotz, Jim Yorks, and Judy Alexander were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Teets, to accept Resolution # R-15-11-1 accepting the October 12, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the October financial reports, addressing both revenue and spending percentages and projected year-end carryover. McDowell commented that it is nice to end the year with carryover available. Alexander moved, seconded by Woodward, to accept Resolution # R-15-11-2, accepting the October 2015 financial reports. All present voted in favor.

MOTION PASSED

Alexander moved, seconded by Yorks, to accept Resolution # R-15-11-3, a Resolution Awarding Public Depositories for a five year term beginning January 1, 2016 (attached to these minutes). Roll Call Vote: Dulmage, Teets, McDowell, Woodward, Clotz, Yorks, Alexander, ALL AYES.

MOTION PASSED

Cioffi reported that she had sent out Banking RFPs to local banks in September and received responses back from FirstMerit Bank and Buckeye Community Bank. Northwest Bank, the library's current bank, did not submit a response. There was discussion about the responses and whether the library should change banks. It was noted that FirstMerit Bank charges higher fees, according to their response. There were positive comments about Buckeye Community Bank being local, offering services the library needs, and having low fees. Yorks moved, seconded by Dulmage, to accept Resolution # R-15-11-4, authorizing the Fiscal Officer to open General and Payroll checking accounts at Buckeye Community Bank. All present voted in favor.

MOTION PASSED

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### OLD BUSINESS

Library Administrator Don Dovala reported that he met with the Building & Grounds committee and the library's Building Facilitator, and they have several local firms they would like to send the addition project bid to. After meeting with Dovala and Cioffi to review the project, Building Facilitator Mike Sherrill drafted a basic bid. Yorks noted that he saw some items that needed editing. Alexander commented that she still thinks the lower part of the addition should be used for offices. Although McDowell initially agreed, he noted he changed his mind after the Building & Grounds Committee discussed why the current offices would not make good storage areas. Yorks reviewed items in the bid that needed to be modified. There was discussion regarding prevailing wage and whether the project should be invite only. Yorks noted that the library should make the current building plans available to bidders and should consider have a pre-bid meeting. Dovala should also add to the bid document a Google Earth shot of the building to give bidders a visual of the area. After Dovala makes the suggested modifications, he will have Yorks review the bid, and then forward it to Assistant Lorain County Prosecutor Jerry Innes for review. The board should be able to vote on the bid at the next meeting. Woodward asked about having one bid for the entire project. Yorks responded that with a design-build project the library would get better quality with single point responsibility.

Dovala reported that he has completed his reviews of the management team. They all did a great job and gave their employees good suggestions for improvement.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that two new Reference Specialists were hired- Carol Hayward and Elaine Woodruff. The hours that were previously worked by Victoria Vogel have been distributed between current employees and the new hires. Dovala noted that Reference Substitute Diane Eswine would be retiring at the end of the year. A new staff roster was distributed to the board.

Dovala noted the library would be participating in the Miracle on Main Street Parade on December 4<sup>th</sup>. Circulation Specialist Tina Monda is working on making a float, and Dovala hopes to have more staff members participating this year. Yorks noted that the parade will be larger this year and the Main Street Amherst Community Center will host Mrs. Claus' Kitchen. Dovala stated that in the past, the library has stayed open until

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6:00 p.m. on the day of the parade and the Friends of the APL have passed out hot chocolate. The Board agreed that that was a good idea. Dovala confirmed that the library mascot Quarry Bear would be in the parade as well.

NEW BUSINESS- none

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by McDowell, to accept Resolution # R-15-11-5, accepting the following gifts:

\$500 from Cookie McLoda to use towards 2016 programs

\$2000 from the Friends of the Amherst Public Library to use towards  
2016 programs and book group books

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS- none

### COMMITTEE REPORTS

BUILDING & GROUNDS- no report- items already covered

### PERSONNEL

Dulmage reported that the Personnel committee met and discussed Dovala's and Cioffi's contracts and would like to take action on those tonight. Alexander distributed copies of the contracts to the board. Per Ohio revised code, Cioffi's contract covers one year. Dovala's covers two years. Alexander said that the Finance committee would be recommending a 2.5% increase for staff for two years and noted that green page she passed out contains the supporting budgetary figures for the increase.

Dulmage moved, seconded by Alexander, to accept Resolution # R-15-11-6 awarding Library Administrator Dovala a two year renewal to his contract with a 2.5% increase each year beginning with the first pay in the new year (copy attached to these minutes). All present voted in favor.

MOTION PASSED

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Dulmage moved, seconded by McDowell, to accept Resolution # R-15-11-7 granting a one year contract to Fiscal Officer Cioffi with a 2.5% increase to be effective with the first pay in 2016 (copy attached to these minutes). All present voted in favor.

MOTION PASSED

Dulmage noted that in the past when salary increases were given, staff members who were still in their 90 day probationary period were also given the increase. The Personnel Policy does not address this issue. Discussion commenced about whether staff members in their 90 day probationary period should receive the increase.

Woodward moved, seconded by McDowell, to accept Resolution # R-15-11-8 granting staff an increase of 2.5% effective with the first pay in the new year for 2016 and 2017, except for those under their 90 day probationary period. All present voted in favor.

MOTION PASSED

The next committee meeting is scheduled for Tuesday, December 1 at 12:00 p.m. Dulmage will be out of town and miss the meeting.

It was noted that Yorks' term on the Board will expire at the end of the year. Clotz recommended keeping the 2016 officers the same and switching the committee assignments for Alexander and Dulmage. Yorks reported that he would like to continue to serve on the Board next year and would enjoy helping out with the building project. McDowell noted that if Yorks stepped down, he would have to opportunity to bid on the project, and encourage him to consider that opportunity. Yorks thanked him, and responded that he would rather use his expertise to help the library make sure that the project was done well.

Alexander moved, seconded by Woodward, to accept Resolution # R-15-11-9, instructing Dovala to send a letter to the School Board requesting Yorks' term on the board be renewed. All present voted in favor.

MOTION PASSED

Yorks requested that he not be President for 2016. McDowell expressed interest in being Vice President in 2016. Clotz requested that Dovala compile a list of the officers and committee assignments as discussed for action at the 2016 Organizational Meeting in December.

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FINANCE & AUDIT- no report- items already covered

McDowell moved to adjourn, seconded by Teets. Meeting adjourned at 7:18 p.m.

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President

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Attest