

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

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

McDowell moved, seconded by Dulmage, to accept Resolution # R-15-9-1 accepting the August 10, 2015 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the August financial reports, noting that \$20,000 has been transferred from Building Improvements Account # 4001-760-740-0000 to Professional Services Account # 4001-760-379-0000, per Resolution # R-15-8-4. Cioffi reported that the library had not experienced any problems with the recent bank merger between Lorain National Bank and Northwest Bank. Cioffi also noted that she sent out RFPs for banking services. Responses should be received in October for review by the Finance Committee. Action regarding banking services will need to be taken at the November Board meeting. In addition, Cioffi gave the board an overview of her assistant Sarah Schmitkons' responsibilities. Alexander moved, seconded by Teets, to accept Resolution # R-15-9-2, accepting the August 2015 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator Don Dovala distributed an updated staff roster to the board. Dovala reported that he spoke with Assistant County Prosecute Jerry Innes, and he confirmed that the library would be able to use a design-build firm for the proposed addition. Dovala explained that with a design-build firm, the library would select the same company to both design and construct the addition. Dovala would like to meet with the Building & Grounds Committee and the Building Facilitator to draft a project proposal and develop design-build firm selection criteria, for approval at the next board meeting. Dovala offered to email the specific requirements for design-build firms to interested board members. Alexander questioned whether the board may wish to investigate making the entire addition offices and utilizing the older parts of the building for storage. McDowell agreed, noting that Yorks will be a great resource for

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the project. The board agreed that spring would be the ideal time to start construction.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the staff will be going to Common Ground in Oberlin for Staff Development Day on October 10th. The day's events will focus on team building activities. The annual book covering event put on by the Youth Services department was a success this year. 155 kids came to the library to get their school books covered and enjoy milk and homemade cookies baked by the staff.

Dovala reviewed the upcoming conferences that staff will be attending in October. Dovala and Adult Services Manager Melanie Presler will be attending OLC's Annual Conference in Cincinnati. The conference will have educational sessions, as well as vendor exhibits. Circulation Manager Dorene Sweet and Technical Services Manager Mary Geer will be attending TLC's Annual User Conference in Charleston. The conference provides education on TLC, the library's catalog and circulation system.

Dovala thanked the Men of Steele, on behalf of the library, for performing at September's Walking on Wednesday event. He said that it was a great night, although overall turnout at the city's event was down due to school being back in session.

NEW BUSINESS

Dovala requested that the board adopt a policy addressing the security cameras at the library. There have been a few security incidents that have resulted in requests to view security footage. According to the Ohio Revised Code, and confirmed by Jerry Innes, security records are not subject to public records requests. After reviewing policies at other libraries, Dovala drafted a policy for the Amherst Public Library. After a brief discussion and one modification, McDowell moved, seconded by Dulmage, to accept Resolution # R-15-9-3, accepting the Video Surveillance Policy (copy attached). All present voted in favor.

MOTION PASSED

Some discussion followed on the need to update and organize the library's policies.

GIFTS & CORRESPONDENCE- none

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PUBLIC COMMENTS- none

Clotz noted that he would like to start discussion regarding committee and officer assignments for 2016 at the October board meeting.

COMMITTEE REPORTS

BUILDING & GROUNDS- no report

PERSONNEL

Dulmage reported that the Personnel committee met and Dovala and Cioffi received their evaluations. They also discussed staffing, new employee Sydney Novak, and Staff Development Day. The next committee meeting is scheduled for Tuesday, September 29 at 12:00 p.m.

FINANCE & AUDIT- no report

Dovala noted that the library is closed on the day of the next board meeting, so board members will need to ring the doorbell when they arrive. He also informed the board about the upcoming retirements of a few area library directors.

McDowell moved to adjourn, seconded by Woodward. Meeting adjourned at 6:26p.m.

President

Attest