

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 12, 2016 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Dennis Clotz, Darcy Teets, Judy Alexander, Walter McDowell, Jim Yorks, and Nate Woodward were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager. Jake Wachholz was present from the public.

Alexander moved, seconded by McDowell, to accept Resolution # R-16-12-1 accepting the meeting minutes for the November 14, 2016 meeting. All present voted in favor.

MOTION PASSED

Teets asked if the Board gave a response to Millie Bengeler regarding her comments at that meeting. The Board responded to Bengeler by thanking her for her comments.

Fiscal Officer Cioffi reviewed the November financial reports. Cioffi reported on expected General Fund carryover and Building Fund balances after the addition, upstairs carpet, and furniture is complete. There was discussion about making a transfer of carryover funds from the General Fund into the Building Fund. Yorks moved, seconded by Alexander to accept Resolution # R-16-12-2, instructing the Fiscal Officer to make the necessary appropriation adjustments and transfer \$175,000.00 from the General Fund into the Building Fund. Roll call vote: Clotz, McDowell, Dulmage, Yorks, Alexander, Teets, Woodward, ALL AYES.

MOTION PASSED

There was discussion regarding the Endowment Fund, secondary checking accounts, current interest rates, and Star Ohio and Star Plus investment accounts. Woodward moved, seconded by Teets, to accept Resolution # R-16-12-3, accepting the November 2016 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported he is still waiting for a piece of electrical conduit to be moved on the roof of the new addition. Yorks noted that since the job is substantially complete, the library can release the withheld retainage to Star Builders. Yorks advised that when the final bill comes, the library needs to make sure there is a final waiver of release that says that Star Builders has paid all of their subcontractors.

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Dovala reported that as of today, 90% of the upstairs furniture has arrived. All of the furniture should be in place by the end of the day on Wednesday. On Thursday, the books will be moved back onto the shelves, and a deep clean of the area is scheduled for Friday. Over the weekend, Cioffi will move all of the computers back upstairs, so there will be no public computer access at that time. The upstairs should be reopened next Monday, December 19.

LIBRARY ADMINISTRATOR'S REPORT

Dovala thanked those staff members that participated in the Miracle on Main Street parade this year. He noted that the tree float in the parade was made last year by Circulation Specialist Tina Monda. Circulation Manager Dorene Sweet put the float on her vehicle this year to make it easier to pull. Dovala thanked Youth Services Specialist Lisa Stanley for coordinating the parade for the library. Yorks commented that the parade was very nice and keeps getting bigger every year. Dovala noted that the library's mascot, Quarry Bear, was supposed to be in the parade, but was unable to find parking.

NEW BUSINESS

Dovala reported that since that library's current phone system is 15 years old, Cioffi has been researching options for replacements. Cioffi found that by switching to a hosted VoIP phone system, the library would save about \$140.00 per month and more than recoup the initial startup costs during the contract period. There was discussion regarding some of the technical aspects of the hosted phone system. Dovala reported that he would like to switch to the new phone system early next year. The Board agreed that switching sounded like a good idea.

Dovala noted that there was a quote for office furniture emailed with the meeting reports. Dovala reported he and Adult Services Manager Melanie Presler met with APG Office Furnishings and picked out the furniture for the new office. The cost for the entire office would be about \$11,000.00 and Dovala would like to order the furniture after the first of the year. Yorks commented that the prices were good for the brands they were looking at.

Dovala reported that he emailed the letter he will send to the Amherst Board of Education regarding the appointment of a new Board member with the meeting reports.

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GIFTS & CORRESPONDENCE

Yorks moved, seconded by Dulmage to accept Resolution # R-16-12-4, accepting the following gifts:

For the Children's Department: \$50.00 from Melanie, Vince, & Emma Thompson

In Memory of Diane Malin: \$40.00 from Peter Miksa for the purchase of children's books

From Julie Mannarelli: \$150.00

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

PERSONNEL

Alexander reported that interviews for the Trustee position open in January 2017 were conducted, and Jacob Wachholz was selected. He will be appointed after he is approved by the Amherst Board of Education.

FINANCE & AUDIT-no report

Yorks asked Dovala if the needed repairs have been made to the parking lot. Dovala replied that the catch basin and the patchwork have been completed.

Yorks moved to adjourn. Meeting adjourned at 6:31 p.m.

President

Attest