

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 8, 2016 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: Walter McDowell, Dennis Clotz, Judy Alexander, Darcy Teets, Laura Dulmage, Nate Woodward, and Jim Yorks were present. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager.

McDowell moved, seconded by Dulmage, to accept Resolution # R-16-2-1 accepting the January 11, 2016 meeting minutes. All present voted in favor.

MOTION PASSED

Library Administrator, Don Dovala reported that Statements of Qualifications were due today by 5:00 p.m. and 3 firms turned in submissions. Dovala asked Yorks to open the submitted Statements of Qualifications.

Jim McCourt from the public arrived at 6:04 p.m.

Yorks opened the statements and announced the names of the firms: Star Builders of South Amherst, Williams Brothers Builders of Elyria, and Encompass Engineers and Architects of Findlay. York explained that the next step should be to review the Statements of Qualifications and decide on 2 firms to short list. The short listed firms would then be asked to put together a preliminary plan with projected costs. The Board would then select which firm to award the project to, based on their preliminary plans. Woodward moved, seconded by Teets, to accept Resolution # R-16-2-2 giving the Buildings & Grounds Committee the authority to review the Statements of Qualifications, short list 2 firms, notify the firms, and solicit preliminary plans. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the January financial reports. Cioffi reported that Julian & Grube would be performing the library's audit for the years 2014-2015 and that the Auditor of State had approved the library for an Agreed Upon Procedures audit. Yorks moved, seconded by McDowell, to accept Resolution # R-16-2-3 authorizing Cioffi and Clotz to sign the Engagement Letter for an Agreed Upon Procedures audit performed by Julian & Grube. All present voted in favor.

MOTION PASSED

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Yorks asked why money is appropriated from the DeLloyd Remodel account on the Appropriation Status Report. Cioffi explained that there was still money left from the DeLloyd bequest, and it was appropriated so it could be spent on the upstairs furniture reorganization project. Yorks noted that it was great that the 2014 DeLloyd remodeling project came in under budget. Dulmage moved, seconded by Alexander to accept Resolution # R-16-2-4, accepting the January 2016 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that after speaking with all of the staff and reviewing several different processing options, he would like to recommend that the library start accepting credit cards for payments of fines and fees. Cioffi reviewed proposals from several merchant services processors and recommended using First Data. There was discussion regarding how much revenue the library receives from fines and fees, the costs associated with processing and equipment, technical requirements, and staff training. Yorks moved, seconded by Alexander, to accept Resolution # R-16-2-5 authorizing Cioffi to set up credit card processing through First Data Merchant Services. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that for tax season, AARP would once again be offering free tax preparation on Tuesday and Thursdays. The service is very popular and appointments are already filled through the middle of March. Dovala reported that Pat Mann from Superior Lighting came to the library and will be putting together some lighting suggestions. Dovala noted that he doesn't want to make any decisions regarding lighting until after the furniture is reorganized, in order to ensure that it fits in with the new layout. Yorks mentioned that he will give Dovala the name of a second consultant.

NEW BUSINESS

Dovala explained that the library would be changing the way the Fiction books are shelved. The goal is to make it easier for patrons to find materials. Dovala noted that he had spoken with Assistant Lorain County Prosecutor Jerry Innes regarding bidding requirements for the various building projects planned for the upcoming year. The cost for each project

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falls under the \$50,000 requirement for bidding. Innes advised that since the carpet, lighting, and furniture were three separate projects that just happen to be occurring in the same time frame, the library did not have to bid out the projects.

Dovala reported that although he had recommended hiring an off duty police officer for security in his Administrator's report, he has decided to hold off on that. After explaining some of the behavior problems that have been occurring after school at the library, Dovala noted that he thought he could alleviate the problems himself by being an active presence on the floor after school. The board suggested that Dovala contact the police and see if they could periodically stop by the library, as well. Dovala responded that he has done that in the past. Yorks suggested that he might be more successful if he contacted the officers directly, noting that they like to receive communication via text messages. He also noted that Police Chief Joe Kucirek attends the Main Street Amherst meetings, and the might be a good time for Dovala to touch base with him.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Woodward to accept Resolution R-16-2-6, accepting the following gifts:

\$25.00 from Cindy McCorkle in appreciation of the AARP tax preparation
\$10.00 from an anonymous donor at the Reference Desk

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Jim McCourt noted that he is the Treasurer for the Amherst United Methodist Church and he came to the meeting to touch base and be a good neighbor. He addressed the behavior issues the library is having with the kids after school, noting that the church has been looking at ways to reach out to the kids and they would be open to working with the library on the issue. McCourt also talked about space and parking, noting that the church would be open to working with the library on that as well.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

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PERSONNEL

Alexander reported that the committee met and discussed issues regarding employees making change for patrons at the desks. They also talked about health insurance coverage for employees and how some employers are changing the way they offer coverage to spouses. Alexander distributed the 2016 Compensation Table and the library's Insurance policy from the Employee Personnel Manual. She noted that in the future this could become a growing issue for the library if employees start losing coverage from their spouses. Alexander reported that Cioffi will include the Personnel Committee meeting in the public meeting notice that gets sent to the area newspapers. The next Personnel Committee meeting was scheduled for Tuesday, March 1st at 12:00 p.m. Alexander noted that the committee would continue reviewing the power point regarding management issues at that meeting.

FINANCE & AUDIT- no report

Teets mentioned that Ohio Library Council is having a workshop for trustees on March 19th if anyone was interested in going. Teets noted that he had a prior commitment on that day. Yorks motioned that if any trustee was interested in attending, the library would cover their expenses.

McDowell moved to adjourn, seconded by Yorks. Meeting adjourned at 7:05 p.m.

President

Attest