

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 11, 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: Dennis Clotz, Darcy Teets, Laura Dulmage, Walter McDowell, Jim Yorks, and Judy Alexander were present. Nate Woodward was excused. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/Technology Manager.

McDowell moved, seconded by Dulmage, to accept Resolution # R-16-1-1 accepting the December 14, 2015 Regular meeting and 2016 Organizational meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the December financial reports, reporting on the General fund carryover balance and 2015 revenues and expenditures. She also reviewed where the \$150,00.00 transfer from the General fund to the Building fund displayed in the reports. Alexander moved, seconded by Teets to accept Resolution # R-16-1-2, accepting the December 2015 Financial Reports. All present voted in favor.

MOTION PASSED

Cioffi explained that Buckeye Community Bank offered a service called Positive Pay which would allow her to submit a file with the details of the checks that were written against our account, and the bank would match the details with those submitted for payment. The service was free and would add protection in preventing fraud against our account. McDowell moved, seconded by Yorks, to accept Resolution # R-16-1-3, authorizing Cioffi to submit an application to start using positive pay at Buckeye Community Bank. Roll call vote: Dulmage, Clotz, Teets, Alexander, Yorks, McDowell, All AYES.

MOTION PASSED

Cioffi reported that she had received a quote for accepting credit card from Buckeye Community Bank's merchant service provider. The details of the quote, cost effectiveness, and further questions were discussed. Cioffi will report back with additional information regarding merchant services at the next meeting.

OLD BUSINESS

Library Administrator, Don Dovala reported that he sent the finalized bid to Assistant County Prosecute Jerry Innes for review. Innes changed the term bid to statement of qualifications. Discussion commenced regarding

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where to place the legal advertisement, when the responses should be due, and how the responses would be evaluated. Yorks gave an overview of the steps of the design build process, addressing both the pros and cons. Dovala will place the approved legal advertisement soliciting for statements of qualifications in the Morning Journal and the Chronicle Telegram for 2 weeks (copy attached to these minutes). It was agreed that the statements of qualifications would be due by 5:00 p.m. on February 8th, the day of the next board meeting.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the plan for the upstairs remodeling project has been finalized. Staff members are working on reviewing the fiction and nonfiction collections and removing older books that have not been checked out in several years. This will help create a more relevant circulating collection while allowing the library to create expanded seating areas. Dovala explained that removing un-circulating materials would make it easier for patrons to find the items they want and may actually increase circulation. Dovala also noted that the timeline for the project would be dependent on how long it takes to get in the new furniture. Yorks asked if the new furniture would blend in with the old furniture. Dovala responded that it would coordinate with the existing furniture and would be more comfortable. There was brief discussion regarding the costs of the project. Dovala reported that he is investigating costs and options for updating the library's lighting. He has also received a quote for replacing the carpet upstairs. Yorks noted that it will be important for the carpet installers to coordinate efforts with the furniture installers.

NEW BUSINESS

Dovala reported that he was able to reserve a room on Sunday, January 31st for a Staff/Board holiday gathering. Dulmage moved, seconded by Alexander to accept Resolution R-16-1-4, approving holding a Staff/Board holiday gathering on January 31st. All present voted in favor.

MOTION PASSED

Dovala reported that the library hosted violinist Mary Beth Ions in December and held a Downton Abbey Tea in January. Both programs were very popular and well attended. He noted that PrinterOn, a new cloud printing service offered at the library, was working well so far and usage was higher than expected.

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GIFTS & CORRESPONDENCE

Dulange moved, seconded by McDowell to accept Resolution R-16-1-5, accepting the following gifts:

\$20.00 from Bill and Janet Bremke in memory of Myrna Froman

\$5.00 from an anonymous donor in appreciation of the Downton Abbey Tea

All present voted in favor.

MOTION PASSED

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL- no report

The next Personnel Committee meeting was scheduled for Tuesday, January 26th at 12:00 p.m.

FINANCE & AUDIT- no report

McDowell moved to adjourn. Meeting adjourned at 6:56 p.m.

President

Attest