

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

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

McDowell moved, seconded by Alexander, to accept Resolution # R-16-7-1 accepting the meeting minutes for the June 13, 2016 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the June financial reports, noting that the year was half way done and revenues and expenditures were as expected for this time of year. She reported that the library received the first invoice from Star Builders, and it contained charges for professional services and permits, and Yorks reviewed the invoice and approved payment. Cioffi also reported that according to revised PLF estimates issued by the Ohio Department of Taxation, the library's PLF revenue will decrease by about \$19,000. Since the library was conservative and appropriated under the revenue budget, the decrease will not affect this year's Permanent Appropriations. Alexander moved, seconded by Teets, to accept Resolution # R-16-7-2, accepting the June 2016 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that Star Builders was ready to move the library's electric lines underground and install a new panel in the mailroom. In order to finish the installation, the power to the building will be turned off for 2 hours on Friday, June 15th, before the library opens. The power outage was originally scheduled for Saturday, June 16th, but was changed in order to better handle any unforeseen issues that may arise. Dovala noted that since Cioffi will be on vacation, he will come in on Thursday night to power down and unplug the library's computers and servers. Outside Technology Consultant Tom Mason will be at the library Friday morning to restart the library's servers and computers after power is restored. McDowell asked if Star Builders or the City of Amherst did the actual moving of the lines. Dovala was not sure but will find out and notify McDowell.

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Dovala reported that the colors and furniture for upstairs have been picked, and he is waiting on final price quotes for carpeting, furniture moving, rewiring, and painting. He would like to replace the public computer desks if there is enough money left in the budget after receiving those quotes. Clotz asked what the budget was for the project. Dovala replied that the budget was around \$200,000.00. Cioffi noted that there was still \$89,352.00 left from the DeLloyd bequest that was appropriated for the project and the remainder of the project would come out of the Building Fund. McDowell asked if lights were included in the project. Dovala replied that the lights will not be replaced until next year because he wants to be able to see how the new furniture fits first.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Children's Department has been doing a great job with programs this summer. There were over 215 people that attended the magic show on June 23rd. Upcoming Children's programs include a Juggler and a Bubble Show. He also noted that the Adult Services Department recently held a program in the DeLloyd room with Neil Zurcher that had over 100 people in attendance. Alexander asked if it was standing room only. Dovala replied that it was, and that after the addition is completed, there will be more space in the DeLloyd room for programs in the future. Dovala reported that patrons and local businesses were excited that the Annual Scavenger Hunt that is now underway. Each year, Youth Services Manager Cheryl Ashton puts together a scavenger hunt consisting pictures of various places in downtown Amherst. Patrons have a lot of fun exploring downtown to try to identify the pictures. Dovala noted it is a great activity for families to complete together, and it is good for the library and downtown businesses.

NEW BUSINESS

Clotz asked Dovala if there was a calendar of upcoming library events. Dovala responded that there was a printed version and an electronic version on the library's website, and that he could send out a copy of the calendar with his reports each month. Alexander reported that the Friends of the Amherst Public Library are hosting the Coupon Lady Rachel Krych tomorrow night, July 12th.

GIFTS & CORRESPONDENCE- none
PUBLIC COMMENTS-none

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COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

FINANCE & AUDIT- no report

The trustees decided to cancel the regular meeting that was scheduled for August 8th. The next regular meeting is scheduled for September 12th. The next Personnel Committee meeting is scheduled for August 30th at 10:00 a.m.

McDowell moved to adjourn. Meeting adjourned at 6:20 p.m.

President

Attest