

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 13, 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, Dennis Clotz, Walter McDowell, Judy Alexander, Nate Woodward, Jim Yorks, and Darcy Teets were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager. Jason Hawk from the *Amherst News Times* was present from the public.

McDowell moved, seconded by Dulmage, to accept Resolution # R-16-6-1 accepting meeting minutes for the May 9, 2016 Regular meeting, the 2017 Budget Hearing, and the May 9, 2016 Records Commission meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the May financial reports, noting that revenues and expenditures were as expected for this time of year. She noted that receipts from credit cards made up about 15% of the fines and lost item receipts for the month. Cioffi reported that the Ohio Auditor of State released the 2014-2015 Agreed Upon Procedures Audit report on May 24, 2016. Alexander moved, seconded by Teets, to accept Resolution # R-16-6-2, accepting the May 2016 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that he has the contract from Star Builders for the addition. It has been reviewed and tweaked by both Jim Yorks and Assistant Lorain County Prosecutor Jerry Innes. Dovala noted that Yorks was very helpful in explaining the contract and Innes' suggestions to himself and Cioffi. Yorks reported that Star Builders will be presenting the plans to the Design Review Board on Thursday, June 16. After the plans are approved, Star Builders will be able to get building permits. Yorks explained that after including the recommended electrical and roof improvements and deleting a few unneeded items, the total cost for the project is \$169,521.00. Yorks noted that he reviewed all the contract details with Dovala and Cioffi and recommended additional insurance coverage. Dovala reported that he has already spoken with the library's insurance agent Marty Sofia to set up the necessary coverage. Dulmage asked how long the project would take. Yorks responded that it was expected to be completed by September 30. Dulmage inquired about what kinds of equipment would be used. Yorks said that there would be

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June 13, 2016 Regular

scaffolding and a staging area in the library's lot. He also reviewed the electric and roof upgrades and deleted work items. Star's project manager will be working with Dovala and Building Facilitator Mike Sherrill to coordinate the project so as not to disrupt library service and children's programming. The Building & Grounds Committee of Yorks and McDowell moved and seconded to accept Resolution # R-16-6-3 instructing the Fiscal Officer and Board President to sign the presented contract with Star Builders on behalf of the Board of Trustees. Roll call vote: Woodward, Yorks, Teets, Alexander, McDowell, Dulmage, and Clotz, ALL AYES.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that planning for the new upstairs furniture is continuing. The next meeting with Only Libraries will be on June 23rd. In addition to furniture choices, they will be reviewing plans for relocating electric and data lines.

Dovala reported that high school students Hannah Gerstacker and Jarod Bradac have been hired to work as substitute shelvees and to help with the Summer Reading Program.

Mike Kerns performed at the library on June 8th for the summer's first Walking on Wednesday. About 70 people attended the event and they enjoyed hot dogs and refreshments served by the library. Dovala thanked Grayson Dovala and staff members Lisa Stanley, Ellen Faris, Charlene Kalo, and Quarry Bear for participating in the Memorial Day parade.

NEW BUSINESS

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Alexander to accept Resolution # R-16-6-4, accepting the following gifts:

In memory of David Telfer Galloway:

\$60.00 from the Montagnese family for books on Scottish history

In appreciation of Walking on Wednesday:

\$5.00 from an unknown donor

All present voted in favor.

MOTION PASSED

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June 13, 2016 Regular

PUBLIC COMMENTS

Jason Hawk was asked if he had any comments and he responded that he was just present to listen.

McDowell thanked the library staff for the card he received from them while he was in the hospital.

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

The next meeting was scheduled for Tuesday, July 5 at 10:00 a.m.

FINANCE & AUDIT- no report

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

President

Attest