

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 14, 2016 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:03 p.m. Roll call: Darcy Teets, Dennis Clotz, Judy Alexander, Nate Woodward, and Walter McDowell were present. Laura Dulmage was excused. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by McDowell, to accept Resolution # R-16-3-1 accepting the February 8, 2016 meeting minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the February financial reports, noting that the Account Status report was still under temporary appropriations, but spending percentages were normal for this time of year. Woodward moved, seconded by Alexander, to accept Resolution # R-16-3-2, approving 2016 Permanent Appropriations totaling \$2,273,902.00 distributed as follows: \$1,484,550.00 from the General Fund, \$139,352 from the Endowment Special Revenue Fund, and \$650,000.00 from the Building Fund. Roll Call vote: Teets, Clotz, Alexander, Woodward, and McDowell, ALL AYES.

MOTION PASSED

Cioffi reported that the library started accepting credit cards payments at the beginning of March, and so far things were going smoothly. Since the income from accepting credit cards is deposited directly to the library's bank account, Cioffi requested permission to open a third account at Buckeye Community Bank to use for merchant services transactions. Woodward moved, seconded by McDowell to accept Resolution # R-16-3-3, authorizing Cioffi to open a new account at Buckeye Community Bank to be used for merchant services transactions. All present voted in favor.

MOTION PASSED

Cioffi reported that auditor Tara Weaver had completed the library's audit and a draft copy of her report was included with the financial reports. Cioffi asked if the board would like to meet with Weaver for an exit conference to review the report. Everyone agreed to waive the exit conference since there were no negative findings in the draft report.

Cioffi reported that all outstanding checks from the Northwest Bank checking accounts had cleared. She asked if it was alright for her to close

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the accounts at Northwest Bank at this time. There were no objections. Cioffi noted that she would be attending the OLC Fiscal Officer Conference at the end of the month. McDowell moved, seconded by Teets, to accept Resolution # R-16-3-4, approving the February 2016 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the Building & Grounds Committee chose Star Builders and Williams Brother Builders for the Design-Build short list. Both companies already did a walk through at the library and went over the project details. They will both be submitting project proposals by 5:00 p.m. on Friday, April 1st. Dovala will email the Building & Grounds committee when the proposals are received, so they can review them before the April board meeting.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that accepting credit cards was going well so far. He knows of an instance where a large, long outstanding fine was paid because we now accept credit cards. Dovala will be meeting with Interior Solutions Group on Thursday, March 17th to pick colors and furniture for the upstairs redesign. The actual labor for the project will probably start after summer reading. Alexander commented that the project seems to be taking a long time. Dovala agreed and noted that although the process has taken longer than expected, that allowed time to thoroughly weed the collection. Dovala reported that a door has been installed on the circulation manager's office, allowing her to have privacy when needed. Since the office has an untraditional shape, a barn style door was chosen.

Dovala noted that former staff member Kay Whyte celebrated her 90th birthday over the weekend. He also noted that he would be attending the PLA Conference with Cioffi the week of April 4th. Although he will be out of the library, he can be reached by email.

NEW BUSINESS

GIFTS & CORRESPONDENCE

Alexander moved, seconded by Teets to accept Resolution R-16-3-5, accepting the following gifts in memory of Ruth Wilhelm:

\$50.00 from Lois Gambish
\$20.00 from an unknown donor

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\$15.00 from Marjorie Marshall
\$25.00 from Lucile Hall
\$75.00 from Jane and Stan Koss
\$30.00 from Louise Wilhelm
\$40.00 from Oberlin Discount Drug Mart
All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS- none

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL- no report

FINANCE & AUDIT- no report

McDowell moved to adjourn. Meeting adjourned at 6:18 p.m.

President

Attest