

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

November 14, 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: Dennis Clotz, Walter McDowell, Laura Dulmage, Nate Woodward, and Judy Alexander were present. Darcy Teets was excused. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager. Millie Bengeler was present from the public.

McDowell moved, seconded by Dulmage, to accept Resolution # R-16-11-1 accepting the meeting minutes for the October 10, 2016 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the October financial reports. She reviewed the status of revenues and expenditures to date, noting that there should be a large carryover at the end of the year. Cioffi reported that she met with the Finance Committee and reviewed Temporary Appropriations for 2017. Dulmage moved, seconded by Woodward, to accept Resolution # R-16-11-2, approving 2017 Temporary Appropriations from the General Fund totaling \$1,425,950.00, \$0 from the Endowment Fund, and \$400,000.00 from the Building Fund. Roll call vote: Clotz, McDowell, Dulmage, Woodward, Alexander, ALL AYES.

MOTION PASSED

Alexander moved, seconded by Dulmage, to accept Resolution # R-16-11-3, accepting the October 2016 Financial Reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the addition is complete except for a piece of electrical conduit that needs to be moved to validate the warranty on the roof. The delivery of the upstairs furniture was delayed, so the closing of the upstairs was pushed back to the Friday after Thanksgiving. The first step in the process will be the installation of the new carpet. Cioffi will move the public computers downstairs and set up a lab for the public in the Community Room during the closure. There will also be a small children's collection set up in the new downstairs storage area. The new office upstairs will be used as a staging area during the process, so that area will be the last to have carpet installed. The catch basin in the parking lot has been repaired. Dovala would like to have the parking lot patched and the sidewalks on the property on the west side of Spring Street repaired next year.

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Dovala reported that after continuing discussions with the staff regarding going fine free, he is not ready to move forward at this time. The staff would, however, like to recommend waiving fine for patrons eligible for a Golden Buckeye Card. Dulmage moved, seconded by McDowell, to accept Resolution # R-16-11-4, to no longer charge late fees for those eligible for a Golden Buckeye card. All present voted in favor.

MOTION PASSED

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library will be participating in the Miracle on Main Street parade on December 2nd. The book tree Tina Monda made last year will be used in the parade again this year and Quarry Bear will be in the parade, too. The staff was originally going to have a holiday party after the parade, but due to parade parking constraints, Dovala decided to reschedule it for a later date. Main Street Amherst is looking to replace broken sign posts on the light poles around town and has asked if anyone has extras. Dovala noted that the library has some extras and asked the board if they were okay with giving them to Main Street Amherst. The board agreed that it was okay to give a few extra posts to Main Street Amherst.

NEW BUSINESS

Dovala reported that the Personnel Committee met and discussed revising the 2017 Compensation Table. The current Compensation Table has categories for a Specialist position and a Senior Specialist position. Dovala explained that with the current division of job duties, there is no need to differentiate between the two positions. On the revised table, there is only the Specialist position, but with the salary range of the current Senior Specialist position. The revised table is also adjusted for the 2017 minimum wage increase and increases the salary cap for the Management position. Dovala also reported that Outreach Specialist Pam Schuster has resigned, and Reference Specialist Carol Hayward will be taking over her duties. Alexander moved, seconded by Dulmage, to accept Resolution # R-16-11-5, accepting the revised 2017 compensation table as presented, effective January 1, 2017. Roll call vote: Woodward, Alexander, McDowell, Dulmage, Clotz, ALL AYES.

MOTION PASSED

Dovala presented a revised copy of the Meeting Room Policy. There was a slight change in the wording regarding liability, and a line was removed regarding tutors. Alexander moved, seconded by McDowell, the accept

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Resolution # R-16-11-6, approving the Meeting Room Policy as presented. All present voted in favor.

MOTION PASSED

Dovala reported that the library's Strategic Plan runs through the end of 2017, so next summer the library will have to start developing a new one. Dovala passed out a copy of the library's current Strategic Plan, so the board can review how successful the library has been. Dovala noted that the library has not made a decision on whether to implement a Dewey Lite shelving system.

GIFTS & CORRESPONDENCE- none

PUBLIC COMMENTS

Millie Bengel commented that she thinks the content in *Cosmopolitan* and some of the other magazines at the library is too sexual. Bengel thinks that we need to think about the types of materials kids have access to. She noted that *The Da Vinci Code* is not an accurate portrayal of what the bible is about and that many movies are very violent and depict abnormal sexual styles. Bengel commented that if only good stuff is available, then that is all kids will be able to check out. Bengel thanked the board for listening to her comments. Bengel left the meeting at 6:28 p.m.

COMMITTEE REPORTS

BUILDINGS & GROUNDS-no report

FINANCE & AUDIT

Dulmage moved, seconded by Woodward to accept Resolution # R-16-11-7 to go into executive session at 6:28 p.m. to discuss the Fiscal Officer's contract. All present voted in favor.

MOTION PASSED

The Board returned to regular session by motion from Dulmage, seconded by McDowell at 6:34 p.m. All present voted in favor.

Dulmage moved, seconded by Woodward to accept Resolution # R-16-11-8 to approve the Fiscal Officer's 2017 contract with a 2.5% increase effective the first pay in 2017. Roll call vote: Clotz, Dulmage, McDowell, Alexander, Woodward, ALL AYES.

MOTION PASSED

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PERSONNEL

Alexander noted that most of the items discussed at the Personnel Committee meeting were already covered during the meeting. She reported that interviews for the upcoming trustee opening will be on November 29th at 6:00 p.m. There were 4 applicants and each interview should last about ½ an hour. Interview questions and copies of the applications were distributed to the board. Alexander requested an updated copy of the Staff Organizational chart.

McDowell noted that former trustee Marilyn Jenne has written a book. A book signing has been scheduled at the library on January 15th from 1:00-3:00 p.m.

McDowell moved to adjourn. Meeting adjourned at 6:47 p.m.

President

Attest