

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 10, 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, Walter McDowell, Laura Dulmage, Judy Alexander, and Darcy Teets were present. Nate Woodward arrived just after roll was called. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

McDowell moved, seconded by Woodward, to accept Resolution # R-16-10-1 accepting the meeting minutes for the September 12, 2016 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the September financial reports, noting that percentages are as expected for this time of year. Cioffi reported that the Lorain County Budget Commission met and approved the library's 2017 Budget Request. Dulmage moved, seconded by Woodward, to accept Resolution # R-16-10-2 accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Roll Call Vote: Woodward, Teets, Alexander, Dulmage, McDowell, Clotz, ALL AYES.

MOTION PASSED

Woodward asked if accepting credit cards was going well. Cioffi responded that it was and that there are people that pay by credit card almost every day. McDowell moved, seconded by Teets, to accept Resolution # R-16-10-3, accepting the September 2016 Financial Reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported he has a meeting with Star Builders and Simplified Facilities scheduled for Wednesday at 1:00 p.m. to go through the final punch list for the addition project. The upstairs office carpeting and painting will not be done by Star Builders, since the colors are being coordinated with the rest of the upstairs. The office will be used as a staging area when the new furniture is installed. Dovala is planning on telling the public that the upstairs will be closed the month of November while the carpet and new furniture are installed. There will be public computers in the community room, and the new downstairs storage area will be used to hold children's books during that time. Dovala noted that the storage area was used to hold nonfiction books during the

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Friends of the Amherst Public Library book sale held over the weekend. Alexander and Dulmage commented that that arrangement worked well and allowed for the sale to be more organized. Dovala thanked the Friends for their donation of \$3000.00 to be used for programming and book club books.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library was closed today for staff in-service day. This year the staff went to Kent State University and participated in training provided by the Northeast Ohio Regional Library System. It cost \$25.00 a person to attend and that fee included lunch. Dovala also chartered a bus to transport the staff to Kent. The event was like a mini conference and provided different educational sessions and networking opportunities.

### NEW BUSINESS

Dovala reported that the management team discussed having no fines for Golden Buckeye Card holders, and everyone agreed it was a good idea. Dovala was going to recommend that to the board tonight, but decided to hold off because he has been having discussions with management regarding going completely fine free. Dovala and Circulation Manager Dorene Sweet have attended sessions on the topic at various conferences and have a favorable opinion on it at this time. At this point he would like to further investigate the topic and have further discussions with the management team. Discussion commenced regarding going fine free including potential problems, enlisting a collection agency, and current fine revenue figures. The board agreed that more discussion would be needed before a decision could be made.

Dovala reported that the trustee position that will be open on January 1, 2017, has been advertised in the library and on the website. One application has been received so far. Alexander expects a few more applications to be received.

Dovala reported that there was an incident at the Oberlin Public Library last week in which a person hid in the building after closing time and attempted suicide. After hearing about the incident, Dovala would like to take steps to make our building more secure, including keeping the doors to various areas in the library locked throughout the day. He would like to have all the doors rekeyed to use the same key so staff will all be able to easily access those areas when needed.

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Cioffi reviewed several modifications to the Personnel Policy Manual that were discussed at the Personnel Committee meeting. McDowell moved, seconded by Dulmage, to accept Resolution # R-16-10-4 accepting the revised Personnel Policy Manual (copy in personnel file) as presented. All present voted in favor.

MOTION PASSED

Cioffi reviewed the policy's current wording for New Year's Day holiday pay and asked the board for clarification as to how employees would be paid since the upcoming holiday falls on a Sunday. The Personnel committee had discussed the issue at their meeting and recommends changing the wording to read: if New Year's Day falls on Sunday and is federally observed on Monday, Jan. 2, employees will also be paid for Monday. Alexander moved, seconded by Teets, to accept Resolution # R-16-10-5 accepting amending the New Year's Day holiday pay wording as presented. All present voted in favor.

MOTION PASSED

Dovala reported that the Personnel Committee had discussed the need to add a line regarding the use of library meeting rooms by tutors to the current Meeting Room Policy. The added line would read: Educational tutors may not reserve a room, but they may use a room that is not reserved or being used by the library or another group. Alexander moved, seconded by McDowell, to accept Resolution # R-16-10-6 accepting the revised Meeting Space Procedure as presented. All present voted in favor.

MOTION PASSED

Dovala reported that a library in Kentucky would like to purchase the computer carols that we are replacing upstairs. The board agreed that the library should give the Kentucky library the discarded computer corals and accept whatever donation they are willing to give to the library.

### GIFTS & CORRESPONDENCE

Teets moved, seconded by Dulmage, to accept Resolution # R-16-10-7, accepting the following gift:

From the Friends of the Amherst Public Library:  
\$1500.00 for library programming in 2017  
\$1500.00 for book club books in 2017

All present voted in favor.

MOTION PASSED

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PUBLIC COMMENTS-none

COMMITTEE REPORTS  
BUILDINGS & GROUNDS

McDowell noted that the library should look into repairing the crumbling sidewalk on the property across the street.

PERSONNEL

Alexander reported that it is time for the board to do evaluations for the Library Administrator and Fiscal Officer. The forms to be used are the same from last year. Each board member is to complete an evaluation form for Dovala and Cioffi by October 29<sup>th</sup>. Cioffi's evaluation form should be returned to Woodward, and Dovala's evaluation form should be returned to Alexander. Cioffi and Dovala will receive their evaluations at the next Finance Committee meeting and Personnel Committee meeting, respectively. The next Personnel Committee meeting is scheduled for November 8<sup>th</sup> at 12:00 p.m.

FINANCE & AUDIT- no report

The next Finance Committee meeting will be held on November 3<sup>rd</sup> at 12:30 p.m. at Ziggy's.

McDowell moved to adjourn. Meeting adjourned at 7:23 p.m.

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President

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Attest