

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 9, 2017 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, Darcy Teets, Judy Alexander, Dennis Clotz, Jake Wachholz, and Nate Woodward were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

Alexander moved, seconded by Teets, to accept Resolution # R-17-1-1 accepting the meeting minutes for both the December 12, 2016 Regular meeting and 2017 Organizational meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the December financial reports, reporting on the General fund carryover balance and 2016 revenues and expenditures. She also reviewed where the \$175,00.00 transfer from the General fund to the Building fund displayed in the reports. Cioffi noted that she sent the library's Certificate of Free & Unencumbered Balances to the County Auditor and she should be receiving back an Amended Certificate of Estimate Resources soon. She would like to have 2017 Permanent Appropriations approved at the February meeting. Woodward moved, seconded by Dulmage, to accept Resolution # R-17-1-2, accepting the December 2016 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that Jake Wachholz was appointed to the Board of trustees by the Amherst Board of Education and was sworn in by Cioffi before the meeting. The second floor furniture project is complete, and Dovala has been receiving positive feedback from the public. Dovala noted that the upstairs is a little sparse at the moment, because he wants the new Youth Services Manager to be able to have input in the décor.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the first interview for the Youth Services Manager position was this morning, and there are 2 more interviews scheduled this week. Former Trustee Marilyn Jenne has written a book about her life and will be having a book signing at the library on Sunday, January 15th from 1:00-3:00 p.m. The book will be for sale for \$5.00 at the signing, and all proceeds from the sale will be donated to the Friends of the Amherst Public Library.

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NEW BUSINESS

Dovala reported that 2 new staff members have been hired for the Reference desk. They are both subject to a 90 day probationary period according to the library's Personnel Handbook. Dulmage moved, seconded by Wachholz, to accept Resolution # R-17-1-3 approving the hiring of Reference Specialists Rebecca Denes effective January 3, 2017 and Jessica Dovel effective January 5, 2017. All Present voted in favor.

MOTION PASSED

Dovala noted that the contract for the new VoIP phone system has been signed. The system should be installed in March. Clotz asked where the library's fiber connection came from. Dovala replied that Time Warner was the provider, and the connection is paid for by the State of Ohio.

GIFTS & CORRESPONDENCE- none

PUBLIC COMMENTS- none

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

The next committee meeting was scheduled for Tuesday, January 17th at 12:00 p.m. A meeting was also scheduled for Tuesday, February 7th at 10:00 a.m.

FINANCE & AUDIT- no report

The committee decided that they would discuss Permanent Appropriations via email.

Dulmage moved to adjourn. Meeting adjourned at 6:24 p.m.

President

Attest