

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 12, 2017 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: Laura Dulmage, Judy Alexander, Dennis Clotz, Darcy Teets, 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. Charlotte Wachholz and Al Goerlich were present from the public.

Alexander moved, seconded by Teets, to accept Resolution # R-17-6-1 accepting the meeting minutes for the 2018 Budget Hearing, the May 8, 2017 Records Commission meeting, and the May 8, 2017 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the May 2017 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation Summary), noting that revenues and expenditures are as expected for this time of year. Cioffi noted that the library received the first half of its Property Tax revenue and Homestead revenue. She reported that the 2018 Budget request has been submitted to the Amherst Board of Education and the Lorain County Auditor. She also reported that the library's RC3 has been submitted and approved by the Ohio State Archives. Cioffi reported that she attended an OLFOA workshop last month and reviewed some reporting recommendations presented by the State Auditor's office at the workshop. Dulmage moved, seconded by Woodward, to accept Resolution # R-17-6-2, accepting the May 2017 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the library received quotes for replacing the sidewalks on the Spring Street properties and for replacing the concrete for the damaged light post in the library's parking lot. Williams Brothers had the lowest quote for the light post. Denes Concrete had the lowest quote for the sidewalks and has already completed the job.

Dovala reported that the Amherst United Methodist Church is repaving their parking lot, and they inquired if we would be interested in repaving the library's adjoining lot. The church's lot will cost about \$13,000 to repave, and the library's lot would cost about \$3,000. Dovala discussed the project with Yorks, and they both agreed that since the library does

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not use the lot, they do not think it would be financial prudent to repave it. Dovala introduced Al Goerlich, chair of the Trustees of the Amherst United Methodist Church. Goerlich asked if the church would be able to repave the library's lot along with theirs, provided the church covers the expense. Since, the church's parishioners use the library's lot, they are willing to pay for it to be done. Dovala noted that in speaking with Yorks about the matter, Yorks recommended that if they allowed the church to repave the lot, there should be a written agreement stipulating that the library is able to repurpose or sell the property at any time. Alexander moved, seconded by Wachholz, to accept Resolution # R-17-6-3, allowing the Amherst United Methodist Church to repave the library's adjoining lot at the church's expense. Dulmage asked if there would be any issue regarding insurance coverage. Dovala replied that since the parishioners already use the lot, there would be no change in coverage. All present voted in favor.

MOTION PASSED

Dovala and the church will put an agreement in writing as suggested by Yorks. Goerlich thanked the board for letting the church put picnic tables on the library's lot adjacent to the church, noting that they would like to add 2 more tables for the summer. Clotz asked if tables were used often. Goerlich replied that they were used some by teens, but were also used for the church's bible school. Goerlich left the meeting at 6:19 p.m.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that summer reading has started, and he distributed an adult event calendar to the board. In the past, the library has participated in Main Street Amherst's Walkin' on Wednesdays, but the event did not draw a lot of people. This summer, Youth Services Manager, Nancy Tomek and Adult Services Manager, Melanie Presler will work together to plan different family activities for Walkin' on Wednesdays. They hope to be able to draw more people than in the past. Dulmage suggested having a children's band or theater group perform at the event. Dovala replied that he would have Tomek look into those ideas.

Dovala thanked the staff members that participated in Amherst's Memorial Day parade. Youth Services Specialist, Lisa Stanley suggested having a rain barrel contest as part of summer reading. The rain barrel that will be awarded in the contest was pulled in the parade.

Dovala reported that the Lorain County Library Administrator's Council discussed state library funding at their latest meeting, and it doesn't look

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promising. The PLF will likely be reduced to 1.66% or 1.68% of the state's general fund, and the general fund itself is getting smaller. At this point, there is different information coming out each day.

NEW BUSINESS-none

GIFTS & CORRESPONDENCE

Alexander moved, seconded by Wachholz to accept Resolution # R-17-6-4, accepting the following gift:

\$20.00 from Cathy Farrell for the Children's department

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL

Alexander reported that the committee meet and discussed a personnel issue. Teets moved, seconded by Wachholz to accept Resolution # R-17-6-5 to go in to executive session at 6:26 p.m. to discuss a personnel issue. All present voted in favor.

MOTION PASSED

The Board returned to regular session by motion from Wachholz, seconded by Dulmage at 6:40 p.m. All present voted in favor.

FINANCE & AUDIT-no report

Woodward motioned to adjourn. Meeting adjourned at 6:40 p.m.

President

Attest