

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

May 8, 2017 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:11 p.m. Roll call: Dennis Clotz, Laura Dulmage, Judy Alexander, James Yorks, Darcy Teets, and Nate Woodward were present. Jake Wachholz was excused. Also present were Don Dovala, Library Administrator, Kristin Cioffi, Fiscal Officer/Technology Manager, and Sarah Schmitkons, Reference Specialist.

Yorks moved, seconded by Dulmage, to accept Resolution # R-17-5-2 accepting the meeting minutes for the March 13, 2017 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the March 2017 and April 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 thanked her assistant, Sarah Schmitkons and Youth Services Specialist, Lisa Stanley for their help while she was away from the library. Teets moved, seconded by Alexander, to accept Resolution # R-17-5-3, accepting the March 2017 and April 2017 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the roof was resealed on the old part of the library as part of the addition project. Earlier in spring, there was a leak on one of the seams. This month, there were two other areas that leaked. Both times the roof leaked, Star Builders came out the following day and made the necessary repairs.

Dovala reported that the library will be having a sprinkler system installed to water the lawn and the beds. The installation will be completed after the spring rains end. Yorks asked who will service the sprinkler system each year. Dovala responded that the library's building facilitators, Simplified Facilities, will take care of servicing it. Yorks asked if the lawn will be fertilized. Dovala replied that the lawn will be fertilized by the library's landscaping company.

The light post that Allied Waste damaged will cost approximately \$3,800 to be replaced. Allied Waste's insurance company has already paid for the repair to be completed. Dovala is currently getting quotes for the sidewalks across the street to be replaced. Yorks asked if they would be replaced with new concrete and Dovala replied that they would.

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### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that new Youth Services Manager, Nancy Tomek was doing a good job. She held a teen volunteer night that 20 teens attended. The volunteers did a good job helping out at the Friend's book sale. One of the volunteers will wear the Quarry Bear costume for the Memorial Day parade. Alexander commented that the volunteers were very helpful setting up the book sale and carrying books purchased out for the patrons.

Dovala noted that the annual Student Art Show was held in the DeLloyd room. He complemented Technical Services Manager, Mary Geer for her work weeding the donations and discards for the book sale. Items that did not sell were donated to Good Will. Dovala thanked Schmitkons for her assistance in Cioffi's absence. Dovala also thanked Circulation Specialist, Susan Sailer for her work maintaining the library's community bulletin boards.

Dovala reported that Sarah Schmitkons, Dorene Sweet, and Vicki Turner attended OLC's Chapter Conference in Independence. Schmitkons reported that the conference was very informative.

NEW BUSINESS-none

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by Teets to accept Resolution # R-17-5-4, accepting the following gifts:

\$30.00 from Judy Alexander and William Strohm in memory of Claire Ashton  
1976, 1977, & 1978 Amherstonian yearbooks from Amy Engelhardt

All present voted in favor.

MOTION PASSED

### PUBLIC COMMENTS

Teets reported on his attendance at the OLC Trustee Workshop in March. Topics covered included what it means to be on a board, legal issues, funding issues, and services available from OLC. About 40-50 people attended the workshop.

Alexander reported that she attended the Lorain County Library Administrator's Council Trustee meeting in March with Dulmage. The topic was the Fab Lab at

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LCCC and was very interesting. She commented that it would be a good place for the staff to visit on Staff In-service day. Dulmage commented that hands on learning is the direction that education is moving towards. Alexander also reported that the Friends of the Amherst Public Library have set up an Amazon Smile account and will earn a percentage off purchases made on Amazon through Smile. She commented that the Friends would appreciate it if people would use the Friend's Smile account when they make purchases from Amazon.

Teets reported that an additional topic discussed at the trustee workshop was alternate sources of library funding. Two sources that were discussed were processing passports and having floating staff for hire at other libraries. Dovala commented that in the past, the Lorain County Library Administrator's group has talked about having a county library substitute pool.

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

FINANCE & AUDIT-no report

Yorks asked if Dovala was still going to have the fibrated aluminum coating put on the roof. Dovala responded that the project was still moving forward.

Yorks motioned to adjourn. Meeting adjourned at 6:38 p.m.

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President

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Attest