

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 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: Dennis Clotz, Laura Dulmage, Jake Wachholz, 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.

Dulmage moved, seconded by Alexander, to accept Resolution # R-17-10-1 accepting the meeting minutes for both September 11, 2017 meetings. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the September 2017 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that expenditures are as expected for this time of year. Cioffi reported that the Lorain County Budget Commission approved the library's 2018 Budget Request. They sent an Official Certificate of Estimated Resources for 2018, and those revenue figures will be used to develop Temporary Appropriations. Dulmage moved, seconded by Wachholz, to accept Resolution # R-17-10-2 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: Clotz, Dulmage, Wachholz, Woodward, Alexander, ALL AYES.

MOTION PASSED

Wachholz moved, seconded by Woodward, to accept Resolution # R-17-10-3, accepting the September 2017 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that there is one resignation and one hiring that needs to be approved. Alexander moved, seconded by Dulmage to accept Resolution # R-17-10-4 accepting the resignation of Shelver Alyssa Olsieski effective August 23, 2017 and approving the hiring of Shelver Regina Lough effective September 9, 2017. All present voted in favor.

MOTION PASSED

Dovala passed around a card for Jose Soto for the Board to sign. Dovala reported that the parking lot agreement with Amherst United Methodist Church has been written and has been reviewed by Assistant Lorain County

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 2017 Regular

Prosecutor Jerry Innes. Dovala will send the agreement to the Board to review, so it can be voted on at the November Board meeting.

Trustee Woodward's term is expiring at the end of the year, and he has chosen not to renew his term. Alexander reported that Stephanie Pinsky has agreed to fill the vacant spot. Pinsky is a lawyer who grew up and went to school in Amherst. She is very community oriented, serving on both the Lorain County Drug Taskforce and the Lorain County Alcohol and Drug Addiction Services Board. Alexander moved, seconded by Dulmage to accept Resolution # R-17-10-5, asking Amherst Board of Education to appoint Stephanie Pinsky to the Library Board of Trustees for a 7-year term starting January 1, 2018. All present voted in favor.

MOTION PASSED

Dovala will send a letter requesting Pinsky's appointment to the Amherst Board of Education tomorrow.

LIBRARY ADMINISTRATOR'S REPORT

Dovala presented the following policy regarding solicitation of signatures on library property:

The solicitation of signatures is forbidden in the library building. Signatures may be solicited outside in a designated area. The designated area is on the sidewalk by the handicapped parking.

Dovala noted that the wording was reviewed and approved by Jerry Innes. Dulmage moved, seconded by Wachholtz to accept Resolution # R-17-10-6, approving the Solicitation of Signatures Policy as presented. All present voted in favor.

MOTION PASSED

Dovala reported that he attended the OLC Annual Conference in Dayton last week with Managers Melanie Presler, Nancy Tomek, and Dorene Sweet. He noted that the conference was very good and that he is glad staff members are interested in attending conferences.

Dovala noted that an updated Strategic Plan had been emailed to the Board and asked if there were any additional comments or changes needed. Alexander commented that she likes several of the items that were added including email, digital cards, and Kindles. There were some questions regarding Overdrive, digital magazines, and Kindles that were discussed. Wachholtz moved, seconded by Dulmage to accept Resolution # R-17-10-7,

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 2017 Regular

accepting the 2018-2020 Strategic Plan as presented (copy attached). All present voted in favor.

MOTION PASSED

Dovala reported that Staff In-service Day was held today at LCCC. In the morning the staff listened to a Customer Service presentation, and in the afternoon, they visited the college's Fab Lab. Dovala commented that everyone thought the Fab Lab was very impressive and the library is looking for ways to partner with the Fab Lab. He noted that the Fab Lab has a mobile component that can be set up at the library. Dovala thanked Dorene Sweet and Mary Geer for their work in planning the event.

NEW BUSINESS-none

GIFTS & CORRESPONDENCE

Wachholtz moved, seconded by Dulmage to accept Resolution # R-17-10-8, accepting the following gift:

\$20.00 from an anonymous donor in appreciation of notary service.

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

Clotz asked the Board to think about Board committee assignments and officers for 2018. He noted that the officers and committee assignments will be finalized at the 2018 Organizational meeting held in December.

Alexander reminded the Board to turn in their Library Administrator and Fiscal Officer evaluation forms to Clotz by October 27.

COMMITTEE REPORTS

BUILDINGS & GROUNDS- no report

PERSONNEL- no report

The next Personnel committee meeting was scheduled for Thursday, November 2 at 10:00 a.m.

FINANCE & AUDIT- no report

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 9, 2017 Regular

The Finance committee decided to have a joint meeting with the Personnel committee on November 2.

Dulmage motioned to adjourn. Meeting adjourned at 6:51 p.m.

President

Attest