

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 11, 2017 Regular

Vice-President Laura Dulmage called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Laura Dulmage, Nate Woodward, Jake Wachholz, Darcy Teets, Judy Alexander, and Jim Yorks were present. Dennis Clotz was excused. Also present were Don Dovala, Library Administrator, and Kristin Cioffi, Fiscal Officer/Technology Manager.

Alexander moved, seconded by Wachholz, to accept Resolution # R-17-9-1 accepting the meeting minutes for the July 10, 2017 Regular meeting, as corrected. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the July and August 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 library received a revised Certificate of Estimated Resources from the County Auditor, and the library's estimated PLF revenue was decreased by about \$48,000, as discussed at the July meeting. The July Revenue Status Report reflects the decrease. Cioffi noted that the change in property tax remittance that was discussed in July has been finalized. The library is now receiving property tax revenue directly from the county auditor and rollback revenue directly from the State of Ohio.

Cioffi reported that she has spoken with the State Auditor's office and they have approved extending the previous audit contract with IPA firm Julian & Grube for the next 2 audit cycles. Cioffi reviewed the details of the arrangement. Woodward moved, seconded by Teets to accept Resolution # R-17-9-2, authorizing Cioffi to sign the required forms from the Auditor of State to extend the agreement with independent public accountant Julian & Grube to perform audit services for the years ending 2016-2019. All present voted in favor.

MOTION PASSED

Wachholz moved, seconded by Yorks, to accept Resolution # R-17-9-3, accepting the July and August 2017 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that he will have a policy on petitioning on library property ready for review at next month's meeting. He

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drafted a policy that is short and to the point, and it is currently being reviewed by Assistant Lorain County Prosecutor, Jerry Innes.

Dovala noted that the library's current Strategic Plan will be up at the end of this year. He reported that all of goals on the plan have been accomplished, except for Dewey Lite. Dewey Lite was put on hold due to the retirement of the former Youth Services Manager, Cheryl Ashton. Dovala distributed the draft of a new 3-year Strategic Plan. He noted that Dewey Lite was carried over to the new plan and that he would like to investigate going fine free. There was some discussion regarding going fine free. Wachholz mentioned the possibility of circulating alternative items, such as board games. Alexander asked about what local partnerships had been developed as part of the current Strategic Plan. Dovala replied that Community Relations Liaison Charlene Kalo attends Main Street Amherst meetings now, and the library participates in Main Street's events. He mentioned the possibility of volunteering at the food bank in the future.

Dovala asked if there were any comments on the draft Strategic Plan. Discussion commenced. Suggestions for the Strategic Plan included having measurable goals, putting a timeline on goals, including more specific items in the ongoing categories, sharing and displaying the plan for all staff members, and encouraging all staff members to create yearly goals that work towards goals on the plan. Dovala will work with the management team to tweak the plan and will bring a revised version to the next board meeting.

### LIBRARY ADMINISTRATOR'S REPORT

This year's Staff Development Day is October 9<sup>th</sup> at LCCC. The staff will have a customer service workshop in the morning and will be visiting the school's Fab Lab in the afternoon. There was discussing regarding customer service and ways to measure it. Dovala invited the trustees to join the staff for Staff Development Day.

Dovala reported that Jose Soto is starting Seminary School and will be retiring from his role as library mascot, Quarry Bear. Youth Services Manager Nancy Tomek will have teen volunteers perform the role in the future.

NEW BUSINESS-none

GIFTS & CORRESPONDENCE

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Yorks moved, seconded by Alexander to accept Resolution # R-17-9-4, accepting the following gift:

\$3,000.00 from the Friends of the Amherst Public Library for library programming and book club books

All present voted in favor.

### MOTION PASSED

Dulmage asked if donors receive a thank you note from the library. Dovala replied that all donors receive a thank you letter from the library, and acknowledgments are also sent to the families for memorial gifts.

### PUBLIC COMMENTS

Wachholz passed along a comment he received from a patron regarding video games. The patron would like the library to carry video games with a mature rating. There are R rated movies available to borrow from the library, but not mature rated video games. Dovala replied that the library does not restrict lending based on content. Since many children borrow video games, the library has chosen not to purchase mature rated video games. He commented that perhaps that methodology should be reevaluated.

### COMMITTEE REPORTS

#### BUILDINGS & GROUNDS

Yorks reported that he spoke with Dovala regarding an agreement with the United Methodist Church concerning the parking lot. Dovala mentioned that next year he would like to look at getting new lighting and painting the downstairs. Alexander suggested adding those goals to the new strategic plan.

FINANCE & AUDIT-no report

#### PERSONNEL

Alexander distributed copies of the evaluation forms for the Library Administration and Fiscal Officer. She asked that the trustees look over the forms and let her know if they would like anything changed. Alexander requested that the board schedule a work session to discuss personnel items. A Personnel Committee work session was scheduled for Wednesday, September 27 at 6:00 p.m.

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Yorks motioned to adjourn. Meeting adjourned at 7:00 p.m.

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President

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Attest

Vice-President Laura Dulmage called to order a special meeting of the Amherst Public Library Board of Trustees at 7:14 p.m., to discuss an item missed at the regular meeting. Roll call: Nate Woodward, Laura Dulmage, Darcy Teets, Judy Alexander were present. Jake Wachholz had already left the library. Jim Yorks and Library Administrator Don Dovala were elsewhere in the library. Also present was Kristin Cioffi, Fiscal Officer/Technology Manager.

Cioffi explained that employee Haley Pavic had changed positions from Substitute Shelver to Substitute Circulation Assistant, and the positions have different pay rates. Cioffi did not received a payroll change form for Pavic until last week, so Pavic was paid at the incorrect rate for several pay periods. Woodward moved, seconded by Dulmage to accept Resolution # R-17-9-5, authorizing the Fiscal Officer to pay Pavic an additional \$124.60 this paycheck to correct for the hours she was incorrectly paid at the lower rate. All present voted in favor.

MOTION PASSED

Alexander motioned to adjourn. Meeting adjourned at 7:16 p.m.

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President

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Attest