

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

April 9, 2018 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, Judy Alexander, Darcy Teets, and Stephanie Pinsky were present. Jim Yorks arrived later as noted. Jake Wachholtz was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Pinsky moved, seconded by Dulmage, to accept Resolution # R-18-4-1 accepting the meeting minutes for the March 12, 2018 meeting. All present voted in favor.

MOTION PASSED

Yorks arrived at 6:04 p.m.

Fiscal Officer Cioffi reviewed the March 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), noting that the Appropriation Status report displays Permanent appropriations as approved at the March meeting. Cioffi reported that she made the transfer from the General Fund to the Building Fund that was approved at last month's meeting and explained how the transfer appears on the reports. Cioffi reported that the audit reports for the financial years 2016-2017 have been filed with the Auditor of State. Once they are approved, the official reports will be released to the public. There was some discussion on scheduling the exit conference with the auditor. Everyone agreed on scheduling the exit conference for 5:30 p.m. on Monday, May 14, 2018. Cioffi noted that the 2019 Budget Hearing will take place just prior to the May meeting. Alexander moved, seconded by Dulmage to accept Resolution # R-18-4-2, accepting the March 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala passed out the job description for the Technical Services Specialist, noting it was the last job description the Trustees needed. Dovala reported that the lighting proposal prepared by Lighting Dynamics was underwhelming. After speaking with Yorks, Dovala decided to have Hawkins Sales of Ohio come in to prepare a design as well. Yorks asked why the discussion came up to have the lighting in the library redone in the first place. Dovala replied that the management team has discussed it at their meetings because with the current lighting, there are some dark spots that make the shelves hard to read. The current lighting also does not allow for signage to be hung.

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Dovala reported that he met with Marty Sofia, the library's property insurance agent, and reviewed the library's coverages. He confirmed that the property across the street is covered under the library's policy. Since the library's Directors and Officers liability policy is very lengthy, Dovala emailed all the Trustees the a copy of the policy.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that he hung a copy of the Library's Strategic Plan in the staff room and emailed the staff asking for suggestions of ways to implement items in the plan. Dovala reported the he will be attending OLC's Legislative Day in Columbus this Wednesday with Technical Services Manager Mary Geer. Dovala said that the Lorain County Directors are still discussing ways to divide the PLF money between the libraries in the county. Discussion commenced regarding the way the PLF is divided now.

Dovala noted that there has been some rearranging of the furniture upstairs. The couches that were in front of the elevator are now in the YA area. All of the tables are now grouped together in front of the elevator. Dovala also noted that lots of kids are still visiting the library after school. Dovala reported that staff members are encouraged to visit other libraries for ideas that we might want to implement here.

NEW BUSINESS

Dovala reported that Youth Services Manager Nancy Tomek is working with the Lorain County Metroparks in order to create a Storybook Trail at Beaver Creek Metropark. The library is also looking at ways they can partner with Main Street Amherst's Explorer Club this summer. Dovala noted that he is still investigating vendors for engraving leaves on the Endowment Tree.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Teets, to accept Resolution # R-18-4-3, accepting the following gifts:

In memory of Elsie Kovach Davis:
\$100.00 from the Mariotti Family

In memory of George Vollmer Jr.:
\$20.00 from Sandie Miles

All present voted in favor.

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PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL- no report

The next meeting was set for Tuesday, May 1st at 10:00 a.m.

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS

Yorks asked if the landscaping company would be mulching. Dovala responded that they would and that they started the spring clean up of the grounds today.

Dulmage moved to adjourn. Meeting adjourned at 6:39 p.m.

President

Attest