

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

August 13, 2018 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Laura Dulmage, Dennis Clotz, Judy Alexander, Darcy Teets, Jake Wachholz, and Stephanie Pinsky were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

Dulmage moved, seconded by Wachholz, to accept Resolution # R-18-8-1 accepting the meeting minutes for the July 9, 2018 Regular meeting, as corrected. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the July 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi reported that the library received an Amended Certificate of Estimated Resources from the Lorain County Auditor increasing the PLF revenue estimate for this year. Cioffi also reported that the Ohio Department of Taxation has released their PLF estimate for 2019, and their figures are very optimistic. Cioffi noted that the governor signed the credit card bill passed by the Ohio General Assembly, so the library will need to revise their credit card policy over the next several months in order to be compliant with the new law. Cioffi reported that the quote came back for the cyber insurance policy previously discussed, and she is currently reviewing the details. Pinsky moved, seconded by Dulmage to accept Resolution # R-18-8-2, accepting the July 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that he may have misreported at the last meeting regarding Westlake Porter Public Library's use of RFID technology. In the July meeting minutes, it was stated that Westlake Porter Public Library is just now introducing RFID, when in fact they have been using the system for several years.

Dovala reported that the three lighting samples have been narrowed down to two. The lighting designers recommended the middle brightness for use in a public library, so those will be installed in the community room for comparison sake before the final decision is made. Dovala reported that the repairs to the concrete in the parking lot have been completed and the sidewalk repairs are being done now.

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LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that this year's Staff In-service Day will be held at Kent State University and is put on by NEO-RLS. Several other libraries will be attending the event, giving staff members an opportunity to network with their peers at other libraries. The library will be chartering a bus to transport staff members to the event. Dovala reported that OLC's annual conference is being held at Kalahari this year. Since the event is so close, several staff members will be able to attend.

Dovala reported that as always, the Summer Reading program was very successful. Dovala mentioned that there have also been several very successful programs held this summer. He noted that Dr. Jeremy Watson had over 90 people attend his July program. The library had an origami program and a balloon bender program during Main Street Amherst's Walkin' on Wednesdays that were very popular, as well. There was brief discussion regarding Walkin' on Wednesdays and the library's participation in the event.

NEW BUSINESS

Dovala reported that he is looking into getting the library's carpets cleaned on a regular basis in order to protect them and extend their life. He has obtained one quote so far and will be getting another one before making a final decision. Dovala reported that since Bayorek's Trophies went out of business, he has been struggling to find another company to engrave the leaves for the Endowment Tree. After several failed attempts at other companies Dovala found that Gold Star Awards of Elyria is successfully able to engrave the leaves.

GIFTS & CORRESPONDENCE

Alexander moved, seconded by Dulmage, to accept Resolution # R-18-8-3, accepting the following gifts:

\$10.00 from Edward Ellenberger
\$35.00 from Julie Mannarelli
\$15.00 from Charlie Wachholz

In memory of Donald J Dovala:

\$100.00 from Brian and Cynthia Balser
\$100.00 from Michael and Susan Maloney
\$100.00 from Louis and Jennifer Pogorelec
\$85.00 from current and former APL Staff

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All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL

Dovala reported that Maude Pruitt has been hired as a shelver. Dulmage moved, seconded by Pinksey, to accept Resolution # R-18-8-4, approving the hiring of shelver Maude Pruitt effective 7-29-2018. All present voted in favor.

MOTION PASSED

Clotz noted that his term as trustee would be ending on December 31, 2018, so his position is going to need to be filled.

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

Pinskey moved to adjourn. Meeting adjourned at 6:27 p.m.

President

Attest