

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 12, 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: Dennis Clotz, Laura Dulmage, Darcy Teets, Judy Alexander, Jake Wachholz, Jim Yorks, and Stephanie Pinsky were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by Yorks, to accept Resolution # R-18-2-1 accepting the meeting minutes for both the 2018 Organizational meeting and Regular meeting held on January 8, 2018. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the January 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation) She noted that the Appropriation Status report displays Temporary appropriations, and Permanent appropriations need to be passed at the March meeting. Teets asked if enough money was appropriated for salaries since the YTD expenditures percentage was already at 10%. Cioffi replied that there were 3 payrolls taken out in January instead of the usual 2, so we should still be ok. Teets commented that since interest rates have gone up, the budgeted interest revenue should be increased next year.

Cioffi reported that the financial audit for 2016 & 2017 is starting and that she and Clotz need to sign the letter of engagement with IPA firm Julian & Grube. Pinsky had some questions about the letter. Discussion commenced regarding the language in the letter and potential liabilities. Yorks moved, seconded by Wachholz, to accept Resolution # R-18-2-2, accepting the January 2018 financial reports and authorizing Cioffi and Clotz to sign the Letter of Engagement for the financial audit of the years 2016 & 2017 performed by Julian and Grube. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala distributed copies of the current meeting space application to the board and asked if it could also be used for the greenspace across Spring Street. It was noted that if the current application was used, use of the greenspace would be opened up to the general public. There was discussion on who should be able to use the greenspace. Since primarily just Amherst United Methodist Church would be using the space, Yorks thinks there should be a separate procedure.

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Pinskey had questions regarding the library's insurance policies and coverage in regards to liability. Yorks suggested meeting with the insurances companies to review the library's policies and coverages.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library will be participating in Main Street Amherst's Wine & Chocolate Walk on May 20th. Charlene Kalo, Melanie Presler, and Nancy Tomek will be organizing the event. Dovala reported that all the staff job descriptions have been updated and will be passed out at the next meeting.

Dovala noted that although they were reported on at past meetings, there are a few hires and resignations that have not yet been approved by the board. Dulmage moved, seconded by Wachholz to accept Resolution # R-18-2-3 approving the hiring of Shelves Emma Macartney and Pricilla Collazo effective November 27, 2017. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by Wachholz to accept Resolution # R-18-2-4 accepting the resignations of Shelves Sidney Novak, Hanna Gerstacker, and Regina Lough. All present voted in favor.

MOTION PASSED

Dovala reported that the 2017 Annual Report has been completed. The report will appear in the Amherst News Times. Dulmage suggested that Dovala take a copy of the report to the Amherst Rotary meeting as well. Dovala noted that Youth Services Manager Nancy Tomek has joined the OLC Local Arrangement committee for the 2018 OLC Conference that will be held at Kalahari in the fall.

Dovala reported that Holland Computers installed 2 servers for the library, and the installation went smoothly. He noted that one already had a power supply fail, but Holland did an effective job replacing it and getting the server running again. The library also purchased a new 65 inch Mondopad, a large touch screen computer that the staff will be able to use for many things. New shelves have been installed in the storage room for use at the Friends of the Amherst Public Library book sales. Dovala reported that the staff are now all using their amherstpubliclibrary.org email addresses.

Wachholz commented that he was disappointed that the Fab Lab program was cancelled. He complemented the staff for doing a nice job letting

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those registered know the program had been cancelled. Dovala explained that the Fab Lab would not fit through the library's doors, and he is hoping to find another location to hold the program.

NEW BUSINESS-none

GIFTS & CORRESPONDENCE

Pinskey moved, seconded by Dulmage, to accept Resolution # R-18-2-5, accepting the following gifts:

In memory of Valeria Jenkins Gerstenberger:

\$20.00 from Nancy Reichert

\$50.00 from Raymond and Carol Muzilla

\$50.00 from the Friends of the Amherst Public Library

In memory of Kathryn Standen:

\$50.00 from the Friends of the Amherst Public Library

In memory of Diane Taylor:

\$50.00 from Jim and Donna Witherow

In memory of Emil G. Zavodny:

The Invisible String by Patrice Karst from Anna Bianco and family

In memory of Catherine M. Watson:

The Great Big Book of Families from Anna Bianco and family

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL- no report

The next Personnel Committee meeting will be on Tuesday, March 6 at noon.

FINANCE & AUDIT-no report

Dulmage asked that all Trustees complete their Fraud questionnaire for the auditor.

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BUILDINGS & GROUNDS-no report

Yorks commented that the snow removal company is doing a good job.

Teets reported that OLC sent out their Trustee newsletter, and they have a Trustee dinner and a Trustee workshop coming up. Any Trustee that would like to attend one of the events should let Dovala know.

Alexander talked about the Lorain County Imagination Library and asked that everyone help get the word out. She hopes more kids from Amherst enroll in the program.

Alexander moved to adjourn. Meeting adjourned at 7:02 p.m.

President

Attest