

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 8, 2018 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:08 p.m. Roll call: Dennis Clotz, Laura Dulmage, Judy Alexander, Jake Wachholz, Stephanie Pinsky, Darcy Teets, and Jim Yorks were present. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by Teets, to accept Resolution # R-18-1-5 accepting the meeting minutes for the November 13, 2017 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the November and December 2017 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation), reporting on year-end expenditures and carryover. She also reported that the state has not modified the previously estimated PLF revenue for 2018. Since the Board did not meet in December, there was discussion regarding transferring money from the General Fund to the Building Fund. Cioffi recommended waiting until March when the Board will approve Permanent Appropriations for 2018. There was discussion regarding the formula used to distribute PLF revenue between the county's libraries. Pinsky moved, seconded by Alexander, to accept Resolution # R-18-1-6, accepting the November and December 2017 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that the Miracle on Main Street Parade went well and he was happy there were several teen volunteers that participated. He also reported that the Parking Lot Agreement has been signed by Amherst United Methodist Church.

LIBRARY ADMINISTRATOR'S REPORT

Dovala passed out folders for the Trustees containing a financial overview from Cioffi, a staff roster, an Organizational Chart, management job descriptions, and the 2018-2020 Strategic Plan. Dovala reported that the management team reviewed the Strategic Plan and made a game plan for this year's priorities. He noted a couple of the items that are on the agenda for this year are dependent upon implementation by the library's ILS vendor. Yorks asked if the library had decided to go fine free. Dovala responded no, but we are looking into it. Discussion commenced regarding going fine free. Yorks asked that Dovala bring a

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recommendation to the board after the management team decided what direction they wanted to take regarding fines.

Dovala reported that Amherst United Methodist Church would like to hold some events on the library's property across the street. There was discussion regarding creating an agreement and the necessary documents needed to cover the library in regards to liability.

Dovala noted that the staff will be reviewing emergency procedures at this month's staff meeting. 2018 OLC membership cards should be sent out to the trustees in March. Dovala reported that the library will be sponsoring a table at Amherst Rotary's wine tasting fundraiser. Dovala also reported that he will be meeting with State Representative Dan Ramos in February.

Yorks asked if Dovala had ordered a new table for the local history room. Dovala replied that he was looking at options but had not ordered one, yet. Teets requested that in the future, Dovala add revision dates on job descriptions and similar materials distributed to the Board.

NEW BUSINESS-none

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Dulmage, to accept Resolution # R-18-1-7, accepting the following gifts:

In memory of Valeria Jenkins Gerstenberger:

\$25.00 from Ruth Husar

\$20.00 from Joseph Batcha

\$50.00 from Philip Bak

\$100.00 from Judy Alexander & Bill Strohm

In memory of Norma Louise Windmiller:

\$500 from Mary Jo Shalkhauser

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

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PERSONNEL- no report

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS

Yorks asked about having a wish list for building projects. Dovala noted that the library has a maintenance schedule put together by building facilitator, Simplified Facilities. Yorks asked for a copy of that list. There was some brief discussion regarding the replacement of the library's lights.

Dulmage moved to adjourn. Meeting adjourned at 6:57 p.m.

President

Attest