

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

June 11, 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, Darcy Teets, Jake Wachholz, Stephanie Pinsky, and Judy Alexander were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/Technology Manager.

Pinsky moved, seconded by Teets, to accept Resolution # R-18-6-1 accepting the meeting minutes for the 2019 Budget Hearing, the May 14, 2018 Records Commission meeting, and the May 14, 2018 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the May 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that the Auditor of State has released the audit reports for the financial years 2016-2017. Cioffi reported that the adjustment made on the April Bank Reconciliation for the April OPERS payment was corrected with the May OPERS payment. She also reported that the Ohio History Connection and the Auditor of State have approved the new Records Retention schedule. Cioffi noted that she is currently looking into options for cyber insurance. Alexander moved, seconded by Dulmage to accept Resolution # R-18-6-2, accepting the May 2018 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala reported that he and Cioffi met with the library's insurance agent, Marty Sofia. The library recently had an updated appraisal performed and Sofia verified that all of our coverage amounts were appropriate. Dovala passed out the lighting schematic prepared by Hawkins Sales of Ohio. Sample lights were installed in the library's community room, and Dovala is surveying the staff and patrons to see which color is the most popular.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Assistant Lorain County Prosecutor Jerry Innes reviewed and modified the temporary usage agreement for the Amherst United Methodist Church to sign in order to use the library's green space. Pinsky recommended asking the Church if they have a rider on their insurance that covers events that do not take place on their property. Dovala will send the agreement to the church for them to sign. He noted

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they will still need to come to the Board before each event and request use of the property.

Dovala reported that after a heavy rain, there was a leak in the new office. Staff acted quickly and there was minimal damage. Simplified Facilities, the library's building facilitators, responded quickly and found the cause of the leak. A clogged drain on the roof diverted water to a gap that allowed the water to come in. Simplified Facilities is working with Star Builders to have the problem repaired. Clotz expressed some concern that this was the second time there had been a leak in the new office.

Dovala reported that the library participated in the city's Memorial Day parade. He thanked the staff members who participated, noting that the event takes place on their day off.

NEW BUSINESS

Dovala reported that the library's security cameras are going to be upgraded. The current quality is very poor and recording footage is difficult. At the time the cameras were installed, they were the best quality that was available, but the technology has been greatly improved. Dovala received two quotes and the lowest was with BCT, our current security company. Dovala noted that the current cameras are analog, but the new ones will be IP cameras.

Dovala reported that the vendor that is doing the sidewalk repairs for the city was by far the cheapest supplier, so they will be doing the library's sidewalk repairs. Dovala will ask the company for a quote to repair the parking at the same time. There was some discussion regarding the sidewalk repairs.

Dovala reported that Elyria Jewelry is able to engrave new memorial leaves for the Endowment Tree. Since a few of the older ones are becoming faded, he may look into having Elyria Jewelers redo those as well.

GIFTS & CORRESPONDENCE

Teets moved, seconded by Wachholz, to accept Resolution # R-18-6-3, accepting the following gifts:

\$20.00 from David Cotton

In memory of Marilyn K Cooper:

\$55.00 from Fireside Book Club at Mercy Cancer Center

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All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL- no report

Dovala will let the committee know if there is a need for a meeting.

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

Alexander noted that it has been several years since the library has had a public survey. Dovala responded that doing a survey is on the library's Strategic Plan for next year.

Wachholz moved to adjourn. Meeting adjourned at 6:26 p.m.

President

Attest