

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

March 12, 2018 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:02 p.m. Roll call: Judy Alexander, Dennis Clotz, Jake Wachholz, and Jim Yorks were present. Stephanie Pinsky arrived later as noted. Darcy Teets and Laura Dulmage were absent. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Alexander moved, seconded by Yorks, to accept Resolution # R-18-3-1 accepting the meeting minutes for the February 12, 2018 meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the February 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation) She reported that Permanent Appropriations need to be passed, and she also recommended making a transfer from the General fund to the Building fund since that was not done in December. Yorks moved, seconded by Wachholz to accept Resolution # R-18-3-2, approving 2018 Permanent Appropriations totaling \$2,142,950.00 distributed as follows: \$1,642,950.00 from the General Fund, \$100,000.00 from the Endowment Special Revenue Fund, and \$400,000.00 from the Building Fund. Roll Call vote: Alexander, Clotz, Wachholz, Yorks, ALL AYES.

MOTION PASSED

Yorks moved, seconded by Wachholz to accept Resolution # R-18-3-3, instructing the Fiscal Officer to transfer \$100,000.00 from the General Fund into the Building Fund. Roll call vote: Alexander, Clotz, Wachholz, Yorks, ALL AYES.

MOTION PASSED

Pinsky arrived at 6:09 p.m.

Cioffi reported that the financial audit for 2016 & 2017 is in progress and gave an update on the auditor's activities. Cioffi asked the Board if they would like to have an exit conference with the auditor when the audit is complete. The Board agreed they would like an exit conference, so Cioffi will let the auditor know. Yorks moved, seconded by Alexander, to accept Resolution # R-18-3-4, accepting the February 2018 financial reports. All present voted in favor.

MOTION PASSED

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### OLD BUSINESS

Library Administrator, Don Dovala reported that he checked with the library's insurance agent, and the greenspace across the street is covered under the library's policy. The agent is out of town right now, but when he returns, he will have a meeting with Dovala and Cioffi to go over the policy. York suggested also meeting with the agent for the library's Directors and Officers insurance policy to review coverages.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that Lighting Dynamics, Inc. came to the library and did a lighting test. Next, they will develop a design plan and will allow the library to test different lighting options. Dovala reported that updated staff job descriptions were emailed to the board. He passed out a printed copy of the Outreach Specialist description because it was missing from the email. He noted that the Technical Services Specialist Description is almost complete and will be emailed out when it is finished.

Dovala reported that the Fab Lab program that was cancelled in January has been reschedule for April 21<sup>st</sup>. The program will take place at the Nordson Depot. At the March staff meeting, a representative from Ease at Work came and gave the staff an overview of their services.

Dovala reported that the Lorain County library directors met with local representatives to talk about libraries and let them know about our services. It is not a budget year, but they were able to discuss concerns relating to a new credit card bill in legislation and how it impacts libraries. Nordson has hired 300 new employees in Amherst. Main Street put together welcome packets for them, and the library contributed information about our programs and services.

### NEW BUSINESS

Dovala reported that the mortar on the chimney is crumbling, so he is obtaining quotes to have repaired. He also noted that the Annual State Library report was submitted today.

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by Wachholz, to accept Resolution # R-18-3-5, accepting the following generous gifts:

In memory of Valeria Jenkins Gerstenberger:  
\$200.00 from Judy Alexander and Bill Strohm

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In appreciation of the surplus computer table from the upstairs remodel:  
\$2,000 from Greenup County Public Library District

All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL- no report

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS

Yorks asked why the back door was propped. Dovala explained that the handle was broken, preventing it from being opened from the inside. It is being propped open during opening hours until it is replaced. Yorks suggested that after a decision is made on what kind of lighting to purchase, Dovala should obtain quotes from other suppliers to make sure the library is getting a good price. He also suggested adding a complete by date once Dovala has a contract in place for the chimney tuck-pointing. Yorks commented that it would be a good idea to have the parking lot cleaned in the spring.

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

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President

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Attest