

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

September 10, 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, Jim Yorks, and Judy Alexander were present. Jake Wachholz and Stephanie Pinskey arrived later as noted. Also present were Don Dovala, Library Administrator and Kristin Cioffi, Fiscal Officer/ Technology Manager.

Teets moved, seconded by Alexander, to accept Resolution # R-18-9-1 accepting the meeting minutes for the August 13, 2018 Regular meeting. All present voted in favor.

MOTION PASSED

Fiscal Officer Cioffi reviewed the August 2018 financial reports (Fund Status, Revenue Status, Appropriation Status, and Bank Reconciliation). Cioffi noted that there is nothing unusual to report regarding revenues or expenditures for this time of the year. Cioffi reported that the library has received both the 2nd half property tax revenue and the 2nd half rollback revenue and she explained how those revenues are displayed on the revenue status report. Pinskey arrived at 6:03 p.m. Yorks moved, seconded by Dulmage to accept Resolution # R-18-9-2, accepting the August 2018 financial reports. All present voted in favor.

MOTION PASSED

Wachholz arrived at 6:04 p.m.

OLD BUSINESS

Library Administrator, Don Dovala reported that per Wachholz's request at the last meeting, the staff has begun wearing their nametags. Different styles will be worn in different departments to best fit with the different desks and duties. Dovala reported that the staff members are now stating their names when answering the phone. He thanked Wachholz for his suggestions.

LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that the library is offering patrons the ability to sign up for a card online. Patrons with cards issued online will be able to access all of the library's digital materials. To check out physical materials, patrons will need to stop at the circulation desk to verify their identities. Cioffi and Circulation Manager Dorene Sweet implemented the online sign up a couple of months ago. Dovala noted that a patron complimented the New Non-fiction collection and credited Reference Specialist Sarah Schmitkons with doing a good job in purchasing that collection.

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NEW BUSINESS

Dovala reported that in the past, the Board has set fine amounts and lending periods for new material types. Since new material types are regularly being added to the collection, he recommends adopting a policy to let the management team set the lending periods for materials. Dovala also noted that currently, the fine structure does not seem to be consistent across item types. Dovala recommends changing fines to be \$.10 per item per day for all materials. He would also like to increase the amount a patron can owe before their account is suspended from \$5.00 to \$10.00. Dovala passed around Launchpads, Vox, and Hotspots for the Board to see the new items that will be circulated at the library. There was some discussion regarding fines and the amount of revenue they generate. The Board asked for the suggested changes to be put in writing, so they could vote on them at the next meeting.

Dovala reported that he visited Westlake Porter Public Library with several staff members to look at their RFID system. They discovered that the parts of the system the library was most interested in do not function very well, and the parts that do function well are not needed in Amherst. At this time, Dovala does not want to move forward with purchasing an RFID system. While at Westlake Porter Public Library, the staff saw several other interesting features that they think could be implemented in Amherst.

Dovala gave Pinskey a copy of the insurance policy for the Amherst United Methodist Church.

GIFTS & CORRESPONDENCE

Yorks moved, seconded by Dulmage, to accept Resolution # R-18-9-3, accepting the following gifts:

In memory of Sandra Dodson:

\$75.00 from Karen & Darrell French

Just the Way You Are, I Love You This Much, & The Gardener's Question and Answer Book from the Gelenius & Rosso families

\$40.00 from The Bunco Gals (Celeste McKissick) in memory of David Galloway

\$3,000.00 from the Friends of the Amherst Public Library

All present voted in favor.

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MOTION PASSED

PUBLIC COMMENTS-none

COMMITTEE REPORTS

PERSONNEL

Alexander passed out the evaluation form for Cioffi and Dovala and asked that they be returned to Clotz by September 28th. Alexander reported that the Personnel committee met and discussed an issue with how paid time off is accumulated. Discussion commenced regarding the how paid time off is accrued, and it was agreed that the Personnel Policy should be clarified to remedy the issue. Cioffi will modify the policy accordingly and bring the revised policy to the next meeting so the Board can approve it.

FINANCE & AUDIT-no report

BUILDINGS & GROUNDS-no report

Dovala reminded the Board the next meeting will be held on Staff In-service day, and the library will be closed that day.

Alexander noted that she is happy that the library is offering access to Lynda.com. Wachholz and Pinskey suggested ways to advertise it.

Dovala noted that the Lorain County Library Administrators Council will be hosting a candidate's forum at the Oberlin Public Library for candidates running in State Senate District 13 on October 12th. He will send the Board more information about the forum when it is available.

Alexander commented that she thinks it may be time to look at the possibility of having another ballot issue to expand the library. She and Dovala will be attending an OLC workshop about ballot issues in October in order to explore the process.

Dulmage moved to adjourn. Meeting adjourned at 7:12 p.m.

President

Attest