

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 9, 2013 Regular

President Judith Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Judy Alexander, Laura Dulmage, Nate Woodward, Marilyn Jenne, Dennis Clotz, Jim Yorks, and Walter McDowell were present. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Kirstin Cioffi, Fiscal Officer Assistant.

Blakey introduced Cioffi to the Trustees and explained things Cioffi had accomplished, what she did on an ongoing basis, and plans for future assignments.

Clotz moved, seconded by Jenne, to accept Resolution # R-13-12-1 approving the minutes of October 2013 (There was not a meeting in November). All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey noted that both October and November financial reports had been included in the information provided to Trustees for this meeting. She reviewed the status of revenues and expenditures to date, noting that there would be a large carryover. There was a question of whether to make a transfer to the Building Fund. Blakey recommended that next year, after the various renovations are completed, that the status of a transfer be reviewed at the end of 2014.

Jenne moved, seconded by Dulmage, to accept Resolution # R-13-12-2, accepting the October and November 2013 financial reports. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala reported that the work being done by Amherst Cabinet Works in the upstairs of the Carnegie building is 80% completed and invited the Trustees to view the granite countertops in the area after the meeting.

Dovala also noted that Dan Meehan of HB+M Architects will soon release the advertising proof that will be forwarded to Innes of the Lorain County Prosecutor's Office for approval prior to placing the advertisement. Yorks suggested a pre-bid meeting with interested bidding contractors be held. There was discussion about the timing of the advertisement; i.e. whether there would be a better response if it was placed during or after the holidays. It was decided that there should be a charge for documents should they be requested by the bidding contractors. Yorks indicated that much of the work is now done electronically.

Since this is a prevailing wage job, Blakey suggested reaching out to the prevailing wage coordinator at the county who had acted as the prevailing wage coordinator for a roof replacement at Oberlin Public Library. The Board agreed this would be a good idea.

The remodel of the newer building second floor was projected to be at least \$150,000.00 with no gain in space. Dovala and staff who work in the area are hard-pressed to spend that kind of money just to rearrange the area. The recommendation is to just replace various shelving and desks, etc, add comfortable seating and enlarge the young adult area. The weeding

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 9, 2013 Regular

that has occurred, as well as a change in the need for hard copy reference materials has resulted in space that can be devoted to young adults.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala reported that both Mary Geer, Technical Services Manager, and Sarah Schmitkons, Shelving Supervisor are both Certified Librarians. Geer, and Dorene Sweet, Circulation Manager, had attended the TLC conference in November.

Dovala said the carpet bids for both the upstairs Carnegie building and the newer building will be requested using three different performance specifications. Mike Sherrill of Simplified Facilities Management will work with the Library. Yorks suggested commercial grade 28-30 ounce and would be available to evaluate samples.

The street lights that the city is installing are \$550 each, for a total that the Library would need costing about \$10,000.00. The city cannot do the installation and the rebates that the city is receiving would not be available to the Library because the lights are not on enough hours. There was a question about who could do the installation. It was suggested to get several quotes when the time comes.

Dovala recognized Cheryl Ashton and Lisa Stanley for the creativity to keep the Library in the holiday spirit with wreathes and greenery. Quarry Bear appeared in the annual Main Street parade to light the Christmas tree. Dovala is on the cover of the glossy Amherst magazine that is printed every other year.

There was an article in the Journal about the new Hoopla streaming program offered at the Library.

Dulmage moved, seconded by McDowell, to accept Resolution # R-13-12-3, to urge Ohio Members of the Congress of the United States to seek a Legislative Solution to ensure Public Access to E-book Materials through Public Libraries (actual resolution attached to these minutes). All present signed and voted in favor.

MOTION PASSED

Dovala reported that there were two resignations recently. Judi Gallagher and Andree' Underwood.

### GIFTS & CORRESPONDENCE

Yorks moved, seconded by Woodward, to accept Resolution # R-13-12-4, accepting the following gifts:

\$100.00 from Mrs. J. Mannarelli to purchase "Vital Speeches/American Minutes" by William Federer

\$25.00 in memory of Julie Miller Felty from Barb & Ken Guzik

All present voted in favor.

MOTION PASSED

There were no public comments.

There will be a staff, board, and Friend's board gathering on January 17, 2014 from 6-9 at Cork's & Stubbies.

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

December 9, 2013 Regular

NEW BUSINESS

Dovala asked if the staff should be requested to evaluate the library administration and the library in general. After discussion, it was decided to add a section to each individual employee's evaluation so they could make their comments/recommendations annually. Staff is given opportunity to make comments, suggestions, and just share in general at both management team and monthly staff meetings.

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL

Dulmage moved, seconded by Yorks, to accept Resolution # R-13-12-5, awarding Library Administrator Dovala a two year renewal to his contract with a 5% increase each year beginning with the first pay in the new year. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by Jenne, to accept Resolution # R-13-12-6, granting a one year contract to Fiscal Officer Blakey with a 5% increase to be effective with the first pay in 2014. All present voted in favor.

MOTION PASSED

Dulmage moved, seconded by McDowell, to accept Resolution # R-13-12-7, granting staff an increase of 3% effective with the first pay in the new year for 2014 and 2015. All present voted in favor.

MOTION PASSED

Yorks moved, seconded by McDowell, to accept Resolution # R-13-12-8, approving the salary scale for 2014, copy attached. All present voted in favor.

MOTION PASSED

FINANCE & AUDIT

Blakey reported that the Auditor of State has waived the \$50.00 monthly hardware charge for the computer she used for the financial system. She also noted that she was on a conference call with a number of other local library fiscal officers, state auditor representatives, and independent public accounting firms to have the audits of the library bid on for years 2012-2015. She has requested a reduced procedure named AUP (Agreed Upon Procedures).

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

---

President

---

Attest