

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 11, 2013

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

Clotz, moved, seconded by McDowell, to accept Resolution # R-13-2-1, approving the minutes of January 14, 2013. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey gave a brief overview of the January financial reports noting that the expense portion only incorporates the temporary appropriations. Jenne moved, seconded by Woodward, to accept Resolution # R-13-2-2 accepting the financial reports for January 2013. All present voted in favor.

MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala noted that he and Yorks would be working on the correspondence to Dan Meehan of HB+M tomorrow morning.

Dovala also presented a draft three-year plan that will be emailed or mailed to the Board for their review and approval.

The 2012 Annual Report will be emailed or mailed to the Board, as well as used as an article in the Amherst News Times.

Dovala wanted to recognize and thank Sharon Vollmer, President of the Friends Group for speaking at Rotary in January.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala noted that the first meeting with Library Design Associates for the remodel of the upstairs in the newer building had been fruitful. Three options will be presented to staff in about two weeks, with CAD drawings of the different options. An August remodel would be best with the placement of electrical and internet access being first, followed by the remainder of the update. Seating by the windows is a priority.

Dovala explained to the Board an opportunity to save the Library \$15,000.00 over five years by contracting with TLC (the Library's circulation system) for the next five years. The current system is working fine and the cost to migrate to another system is prohibitive from the standpoint of moving records and staff retraining. The Board consensus was that the contract was appropriate.

### GIFTS & CORRESPONDENCE

Dulmage moved, seconded by McDowell, to accept Resolution # R-13-2-3, accepting the following gifts, all in memory of Patricia Penton Leimbach:

\$50.00 from Anita Langer, Bill Bozicevich, Bill Strom and Judy Alexander  
\$550.00 from Doris Lyle, Jean Wingate, Joseph Batcha, Mary Rawlings, Kathy Michaels, Judy Ingersoll, Ellen Skinner, and Elaine Breen

All present voted in favor.

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There was no public present to comment.

NEW BUSINESS

Judy Alexander said she had attended a Friends meeting, noting that there had been good turnout. She noted that the next meeting would be their annual luncheon meeting at Main Street.

Fiscal Officer Blakey presented two charts showing circulation numbers and dollars and cost per circulation for 2012. The Board appreciated the information and there was lively discussion about the various types of materials offered at the Library and whether some items had reached their plateau.

COMMITTEE REPORTS

BUILDING AND GROUNDS – no report

PERSONNEL

Dulmage reported on the committee meeting noting that the Holiday Party with the staff and Board had been a great success. The staff was very appreciative.

The drop-in technology times on Saturdays are being utilized by patrons.

The next committee meeting will be Feb. 25, 2013 at 10:00 a.m. at the Library.

FINANCE & AUDIT

Blakey distributed a draft of the 2013 Permanent Appropriations for the committee to review for approval at the March meeting. There was some discussion and a meeting was set for Friday at 10:00 at the Library.

Dulmage moved, seconded by Woodward, to accept Resolution # R-13-2-4, to go into executive session at 6:40 p.m. to discuss litigation. Roll call vote: McDowell, Jenne, Clotz, Dulmage, Woodward, Alexander, ALL AYES.

MOTION PASSED

The Board properly returned from executive session at 7:10 p.m.

Dulmage moved, seconded by Woodward to adjourn. Meeting adjourned at 7:11 p.m.

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President

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Attest