

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

February 13, 2012 Regular

President Alexander called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:00 p.m. Roll call: Judy Alexander, Dennis Clotz, Nate Woodward, Laura Dulmage, Marilyn Jenne, and Walter McDowell were present. Jim Yorks was absent. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, Kaye Koler, PR Specialist, Amy Rakar, Outreach, and Sharon Vollmer from the Friends Group.

The Oath of Office was administered to Alexander, Dulmage, and Blakey.

McDowell moved, seconded by Jenne, to accept Resolution # R-12-2-1, to approve the minutes of the January 9, 2012 Organizational and Regular meetings. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported on the January financial reports, highlighting the revenue for the Public Library Funds and noting that other revenue sources, such as real estate taxes, are not received on a monthly basis. She noted that the expense percentages were in line with the Temporary Appropriations, but will change slightly after the Permanent Appropriations are approved.

Clotz moved, seconded by Jenne, to accept Resolution # R-12-2-2, to accept the January 2012 financial reports as presented.

OLD BUSINESS and LIBRARY ADMINISTRATOR'S REPORT

Library Administrator, Don Dovala, reported on eliminating the door from the back stairwell that opens into the Library. He explained several options that the company may take to make the door completely disappear from both sides so that there would be no confusion in the event that anyone comes down that stairwell in an emergency exit. The cost is estimated at \$1,900.00.

McDowell moved, seconded by Dulmage to accept Resolution # R-12-2-3, to block in the door as described by Dovala for \$1,900.00 with a 10% overage if needed. Discussion followed. All present voted in favor.

MOTION PASSED

Dorene Sweet, new Manager of Circulation was introduced to the Board. She will be working 25-30 hours a week. She will be searching for a circulation assistant to replace her hours.

The light post near the driveway entrance on Spring Street will be replaced using LED lighting. It is a test to see how the light looks and is supposed to give a 75% savings of electricity cost. Dulmage asked about the color of the lights. Dovala indicated that it should be clearer, but it would take longer for the lights to warm up for the 3-5 hours a day that they are on.

McDowell wants to try the LED lights, noting that the fixed cost of the lights and ballasts are higher, but savings should be realized in the electricity cost. As current lights go out, they will be replaced with the LED.

The demolition of the two houses across the street has been delayed due to a requirement made by the city administration that an asbestos study had to be done. The inspection has been completed, but there is a 10-day waiting period. Pardee had inspected for asbestos and Dodd had removed

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it for the Library when the buildings on the parking lot site had been removed.

McDowell asked that the properties be consolidated with the county tax records. The demolition company is to seed the area after demolition so it will be a "green space."

Library Administrator, Don Dovala noted that there is a 5-hour position for an assistant to the Fiscal Officer and a circulation assistant position posted for internal application. It is hoped that both can be filled internally. Another position open is for a computer trainer, but Dovala is still working on the duties and educational requirements.

A donation for \$1,000.00 in memory of Elaine Harlan has been received from the Friends Group and a silver leaf has been purchased.

Dulmage moved, seconded by McDowell, to accept Resolution # R-12-2-4, accepting the following gifts:

\$10.00 from Mary Crlenjak for great library service

In memory of Bruce Lyle to the Endowment Fund:

\$25.00 from Mary Rawlings

\$100.00 from Jean Wingate

\$200.00 from Mary Hawkins & James Powers

\$100.00 from Thomas G. Opferman

\$25.00 from R. Peter Richards

\$50.00 from James F. Blaser

All present voted in favor.

MOTION PASSED

Dovala noted other items from his report. E-book popularity continues to increase. He explained how the hold list works when items are viewed as compared to how it changes when a patron actually puts the item on hold. When searching for items, it may say there are already 50 holds and a patron may be discouraged by the number and not put it on hold. The item should be put on hold because once it is on hold for a patron, further information is available which takes into consideration the number of the same item available and the average wait time is now 18 days, which is comparable to the wait for books.

PUBLIC COMMENTS

Sharon Vollmer noted that the Friends had also given a check for \$250.00 earmarked for prizes for a program/contest being run by Victoria Vogel in the Reference Department for young adults.

COMMITTEE REPORTS

BUILDING AND GROUNDS

Dovala noted that he had spoken with Dan Meehan from HB+M and that they are happy to answer any questions and that we are paid up for the services they had provided.

PERSONNEL

Dulmage reported on the committee meeting held January 21 with Jenne, Dovala, Blakey and herself. Dorene Sweet had been introduced to the committee. Dovala had explained the difference between duties and positions in his realignment of duties he had previously held and needed to delegate since being appointed Library Administrator.

Positions require additional hours of work whereas duties can be added to current hours worked, but result in a small increase in pay for the additional responsibility within current hours.

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Dulmage noted that Blakey will be attending the OLC annual Fiscal Officer's 2-day meeting in Columbus the end of March as well as a 4-day Association of Public Treasurer's national conference in Williamsburg, VA in August. This will fulfill her continuing education requirements for the year.

Library Administrator, Don Dovala, and Circulation Manager, Dorene Sweet will be attending the annual TLC meeting in September in St. Petersburg, FL. Dovala noted he would not normally send two to the conference, but it will be the first conference for Sweet.

Koler asked about any internal meeting with NEO-RLS or EaseatWork. Dovala said he has revised the topic and asked Koler to help him with that.

The committee reported that the unemployment application submitted by Linda Sleasman was rejected by the Department of Ohio Jobs and Family Services. There was discussion on the rehire/layoff situation. It was noted that the Library is paying 97% of the unemployment claim for Robin Wood.

The next meeting of the committee will be February 28 at 10:00am at the Library.

FINANCE & AUDIT

The committee had met just prior to this meeting to review the 2012 Permanent Appropriations. The resolution was presented and Blakey reviewed the changes from the Temporary resolution and the reasons for the changes.

Clotz moved, seconded by Woodward, to accept Resolution # R-12-2-5, to approve 2012 Permanent Appropriations totaling \$1,226,200.00 in the General Fund, \$50,000.00 in the Endowment Fund, \$500,000.00 in the Building Fund and \$17,339.42 in the Rental Fund. Roll call vote: McDowell, Jenne, Woodward, Dulmage, Alexander, Clotz, ALL AYES.

MOTION PASSED

Blakey noted that the committee will be convened again in April to review figures for the 2013 Budget Request.

Alexander reported that the levy committee has funds left over from the two building campaigns and would like to have some direction on what to do with the funds. After discussion, Dulmage moved, seconded by Jenne, to accept Resolution # R-12-2-6, to give the leftover levy campaign funds to the Friends of Amherst Public Library. All present voted in favor.

MOTION PASSED

Dovala noted that he would be on vacation during the time of the April Board meeting.

McDowell moved, seconded by Jenne, to adjourn. Meeting adjourned at 6:35 p.m.

President

Attest

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