

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 13, 2014 Regular

President Dennis Clotz called to order the regular meeting of the Amherst Public Library Board of Trustees at 6:01 p.m. Roll call: Dennis Clotz, Laura Dulmage, Marilyn Jenne, Walter McDowell, Nate Woodward, Jim Yorks, and Judy Alexander were present. Also present were Don Dovala, Library Administrator, and Kathi Blakey, Fiscal Officer.

McDowell moved, seconded by Jenne, to accept Resolution # R-14-1-1, to approve the minutes of meetings held on December 9, 2013. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported on the general fund carryover balance. She praised the Board for fiscal policies and noted items that had been completed over the years without going to the public for additional funding. Some of the items noted were: conversion to an automated circulation and cataloging system and subsequent upgrades, purchase of land on Tenney Avenue, razing the area and building a fenced in parking lot, remodel and renovation of the interior space in the library building, carpeting, lighting, and new furniture, restoration of the Carnegie Building exterior, new roofs on both buildings and restoration of the stone fascia on the newer building, purchase of land on Spring Street and razing of the buildings and making open green space for the area, renovation of the public restrooms, new boiler, lamp post installation, routine computer and server updates.

Alexander moved, seconded by McDowell, to accept Resolution # R-14-1-2, accepting the December 2013 financial reports. All present voted in favor.

MOTION PASSED

OLD BUSINESS

Library Administrator, Don Dovala had the entire printing of the Holzheimer, Bolek + Meehan bidding information for the project in the upstairs of the Carnegie building. Discussion followed. Yorks reviewed the process for the benefit of all present. Suggestions included having a list of all participants in the pre-bid meeting and also receiving the actual bids unopened with the time received noted on the bid. McDowell moved, seconded by Jenne, to accept Resolution # R-14-1-3, instructing the fiscal officer to advertise the project in the Plain Dealer, Chronicle and Morning Journal as per the copy presented and approved by the county prosecutor's office. All present voted in favor.

MOTION PASSED

Dovala reported on the status of Hoopla!, a new streaming download system. There were 253 downloads of movies, audio books, music and TV shows in the first month. Patrons are experiencing some confusion because the library offers another service for download of e-books, audio books, music and videos. Both Overdrive and Hoopla! have websites that can be accessed from a link on the library's website, however, if the patron searches directly on the library's catalog, the TLC system is a little confusing in the way that these items are displayed. Dovala noted that the Library needs to educate the public in this area and is working with staff and vendors on this issue.

LIBRARY ADMINISTRATOR'S REPORT

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Library Administrator, Don Dovala noted three closings due to serious weather conditions in the beginning of January. The drive-up books drops were closed during the Christmas and New Year's closings. Special thanks to Lisa Stanley for emptying the drive-up books drops two times a day on those days in prior years. She was commended for doing this without any recognition until now. Thank you Lisa!

Food for fines was collected during this holiday season and taken to the local food bank several times a week. The staff and library administration were very appreciative of the pay increases approved by the Board in December.

GIFTS & CORRESPONDENCE - none

PUBLIC COMMENTS – none

NEW BUSINESS

The 2013 Annual Report will be emailed to the Board tomorrow morning. The first newsletter for 2014 will include February, March and April and will be available soon.

The advertisement for bidding the project discussed earlier was brought up for further discussion. Yorks suggested that the published bidding document should probably include a scope of the project and a general valuation to allow potential bidders a better idea of the size of the project. Yorks also gave Dovala some advice to answer questions that may arise related to questions about the project.

COMMITTEE REPORTS

BUILDING AND GROUNDS – no report

PERSONNEL

The next meeting will be January 28, 2014 at 10:00 a.m. at the Library

FINANCE & AUDIT – no report

Jenne moved to adjourn. Meeting adjourned at 6:25 p.m.

President

Attest