

AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

January 9, 2012 Organizational and Regular

President McDowell called to order the organizational meeting of the Amherst Public Library Board of Trustees at 6:05 p.m. Roll call: Walter McDowell, Dennis Clotz, Marilyn Jenne, Judy, Alexander, Laura Dulmage, Jim Yorks, and Nate Woodward. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, and Kaye Koler, PR Specialist.

McDowell called for nominations from the floor for the office of President of the Board of Amherst Public Library. Jenne nominated Jim Yorks who respectfully declined due to his work in Medina. There was not a second.

Jenne moved, seconded by Dulmage, to accept Resolution # R-12-1-1, to nominate Judy Alexander as President. Discussion followed. Roll call vote: Clotz, McDowell, Jenne, Dulmage, Alexander, Woodward, Yorks, ALL AYES. MOTION PASSED

Alexander moved, seconded by Dulmage, to accept Resolution # R-12-1-2, to nominate Jim Yorks as Vice-President. Discussion followed. Roll call vote: McDowell, Jenne, Dulmage, Alexander, Woodward, Yorks, Clotz, ALL AYES. MOTION PASSED

Clotz moved, seconded by Yorks, to accept Resolution # R-12-1-3, to nominate Laura Dulmage as Secretary. Discussion followed. Roll call vote: Woodward, Dulmage, Jenne, McDowell, Alexander, Clotz, Yorks, ALL AYES. MOTION PASSED

Alexander moved, seconded by Dulmage, to accept Resolution # R-12-1-4, to appoint Kathi Blakey as Fiscal Officer for the 2012 year. Discussion followed. Roll call vote: McDowell, Jenne, Dulmage, Woodward, Yorks, Clotz, Alexander, ALL AYES. MOTION PASSED

Alexander asked if anyone wanted to be on a special or different committee. After discussion, the following committees were appointed:

Finance & Audit	Woodward and Clotz
Personnel	Dulmage and Jenne
Building	McDowell and Yorks

Alexander moved, seconded by Yorks, to accept Resolution # R-12-1-5, to set the regular Board of Trustees meeting as the 2nd Monday of the month at 6:00 p.m. at the Library. Discussion followed. All present voted in favor. MOTION PASSED

The Personnel Committee set a standing committee meeting for the Tuesday, 2 weeks prior to the regular Board meeting at 10:00 a.m. at the Library.

McDowell thanked everyone for their contributions to the 2011 year at the Library. Board members thanked McDowell for handling the diverse issues brought before the Board during the year.

Yorks moved, seconded by Jenne to adjourn the Organizational meeting. The organizational meeting adjourned directly into the regular meeting.

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The regular meeting of the Amherst Public Library Board of Trustees convened at 6:19 p.m. with the same attendance as the Organizational meeting.

McDowell noted that the EEOC filing requirements had been met and that Jackson Lewis (legal firm representing the Library) did a good job responding to the questions from the EEOC.

McDowell handed the “gavel” over to new President, Judy Alexander.

Clotz moved, seconded by Dulmage, to accept Resolution # R-12-1-6, accepting the December 12 minutes. All present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported on the cash balances in the various funds and how the year ended based on a comparison of appropriations and spending. Yorks asked about projections for the coming years. Blakey said that is on her list and will be completed after all filing deadlines for Library financial reports.

She informed the Board that she has started the exemption process for real estate taxes on the two properties. The process starts with the County Auditor’s approval, their submission of the forms to the County Treasurer, and once approved by the County Treasurer, the County Auditor’s office submits the forms to the State of Ohio for approval. The current status is that the forms are in the County Treasurer’s Office. Blakey asked about a timeline, but was not able to be given a time frame. The Library will owe taxes this year for last year because the property was rental property. No taxes will be owed beginning in 2012.

OLD BUSINESS

Dovala reported on the roof resealing project. Yorks asked about the type of roof. Both roofs are modified built up roofs with aluminized corner coating. Mike Sherrill of Simplified Facilities (the Library’s building consultant) recommends resealing the roofs every 4 to 5 years with that layer being the “sacrificial” layer, then having annual inspections. The estimated cost of a resealing was \$12,000.00.

Yorks suggested appropriating \$3,000.00 annually for that purpose to cover the resealing based on a 4 to 5 year schedule. It was noted that the air conditioning units are on the roof and are covered by a maintenance contract with Geisel. Several quotes will be solicited for the roof sealing and the inspections will be kept up to date.

There was no further work with Unique Management Collection Agency with the resignation of Circulation Manager Lindy Sleasman. The Board does not want any collection efforts through a collection agency pursued.

DIRECTOR’S REPORT

Dovala noted the resignation of Lindy Sleasman, who was employed by the Library since 1994. Dovala will draft a letter for the Board to sign at the next meeting thanking Sleasman for her service.

Demolition of the two properties across Spring Street is in process. Yorks recommended that the demolition firm remove all items and that the contract be awarded to the lowest bid with the demolition company being responsible for all permits and all utility shut offs. Yorks also recommended getting together with the demolition firm and let them get

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rid of everything. Dovala was instructed to cancel the trash removal from the properties.

Dovala noted that the circulation statistics were very consistent with last year indicating a stable circulation. He asked the Board if they had any specific requests for Library statistics.

Yorks moved, seconded by Woodward, to accept Resolution # R-12-1-7, accepting a gift of \$50.00 from Jim and Donna Witherow in memory of James Wantuck. All present voted in favor. MOTION PASSED

There were no public comments.

NEW BUSINESS

The Sleasman resignation and demolition were handled earlier in the meeting.

The Strategic Planning Committee of Dovala, Cioffi, Geer, and J Turner have started meeting again after a three-month hiatus. The work is on branding the Library and a mission statement. A report to the Board is anticipated for the June meeting.

There are currently four internal applicants for the open Circulation Manager position. The position was posted internally in the hopes that a qualified candidate will emerge eliminating the need to advertise outside of the Library.

Alexander noted the nice articles in local newspapers and liked the comments made by Dovala.

COMMITTEE REPORTS BUILDING & GROUNDS

Yorks thanked Kaye Koler for representing the Library at Main Street meetings. Yorks reported on a conversation with Dan Meehan of HB+M Architects, who will get back to Dovala on the billing status of the remodel/repurpose project for the Library interior begun in 2011. Yorks thanked Meehan for his work and Meehan offered any further assistance the Library would need since they have special information of the Library in their files.

PERSONNEL

Dulmage reported on the committee meeting held January 5, 2012 at the Library with McDowell, Jenne, herself, Dovala, and Blakey in attendance. Dulmage distributed a completed Library Administrator job description. She reported on topics covered at the committee meeting. The merit pay and job description project started by prior Director Wood was revised to eliminate the merit pay portion. The committee discussed the Board meeting schedule and also set a standing committee meeting.

The committee also discussed the shelver wage category starting at less than the current Ohio minimum wage. The committee recommended raising the category so that the minimum wage was set as the base for that job category while keeping the format of the consistent with other categories.

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Yorks moved, seconded by Clotz, to accept Resolution # R-12-1-8, to revise the shelver category to incorporate the Ohio minimum wage as the base amount and increment up the midpoint and maximum using the same formula as the other categories. Discussion followed. All present voted in favor. MOTION PASSED

The need to have the Library Administrator available at all times was discussed. The Library does not have a cell phone policy. Dulmage moved, seconded by McDowell, to accept Resolution # R-12-1-9, to pay Dovala \$50.00 a month to obtain a cell phone so that employees are able to contact him at any time necessary. Discussion followed. Clotz noted he has had experience with such a policy and would work with Dovala on a cell phone policy. All present voted in favor. MOTION PASSED

Dulmage then reviewed the job Library Administrator description which was revised from the prior month's version as a result of the committee meeting. Yorks moved, seconded by Jenne, to accept Resolution # R-12-1-10, to approve the revised job description presented. Discussion followed with all present voting in favor. MOTION PASSED

Dulmage then distributed a contract for Library Administrator, explaining that the initial contract was for 2 years with the dates to be entered and also noting that there were renewal stipulations. McDowell has the specific dates to be entered on the contract.

Dulmage moved, seconded by McDowell, to accept Resolution # R-12-1-11, to contract with Donald Dovala as Library Administrator and to sign the contract presented. Discussion followed. Roll call vote: Clotz, McDowell, Yorks, Jenne, Alexander, Dulmage, Woodward, ALL AYES. MOTION PASSED

The Personnel Committee was commended by other Board members for the perseverance and hard work during the past year and their work on the Library Administrator job description and contract.

FINANCE & AUDIT – no report

Dovala distributed a reference survey summary completed through the efforts of Janet Turner. Dovala explained the form and the Trustees found the information interesting. Discussion followed on the need to educate the public on the use of the numerous databases offered by the Library rather than just “googling” for an answer.

The Board indicated their interest in the statistics and what goes on in the Library. Alexander reported that the Amherst Board of Education had appointed Clotz to a 7-year term beginning January 11, 2012 through December 31, 2018.

Jenne moved, seconded by Yorks, to adjourn. Meeting adjourned at 7:09 p.m.

President

Attest