

## AMHERST PUBLIC LIBRARY BOARD OF TRUSTEES

October 8, 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: Walter McDowell, Dennis Clotz, Judy Alexander, Marilyn Jenne, and Jim Yorks were present. Nate Woodward was absent. Also present were Don Dovala, Library Administrator, Kathi Blakey, Fiscal Officer, Sharon Vollmer from the Friends of the Amherst Public Library, and Dan Meehan from Holzheimer, Bolek + Meehan Architects.

The order of business changed to allow Meehan to speak and answer questions from the Board. Meehan reported on his understanding of the potential changes to the remodel of the original library's upstairs. He reviewed briefly several different scenarios, all of which were discussed and evaluated by the Board. The size of the rooms after division, the stairway to the first floor, and restroom were all considered, as well as the size of groups using the rooms and number of groups using rooms at the same time. Meehan noted that high quality materials would be used in order to sound proof the separate areas.

The capacity to seat attendees in the various rooms was discussed with Meehan giving estimates of square footage needed per person for both just seating and seating with tables. It was noted that attendance of 100 was a large program in recent library history. It was also noted that a change in venue has been made in order to accommodate larger groups.

The initial thought was to have three separate rooms that could be used individually or all be opened for a large program. After discussion, it was decided that two rooms, allocated in size by 1/3 and 2/3 would be a better idea. An option could be included to have the major construction in place to easily add the separator for the three separate rooms.

Also discussed was opening up the visibility from the second floor of the newer building by having the access door be glass and also the windows from the old building, that are currently behind bulletin boards, be opened. The need for storage of chairs and tables was also discussed. There is a need for storage throughout the building, as well. Carpet will be needed throughout the area renovated.

Meehan will do an amendment to the original contract to spell out the work for this upstairs renovation in the old building to incorporate the changes discussed. He indicated this would be a prevailing wage project due to the dollar amount estimated. He also thought it would be several months to complete once work was started.

The Board thanked Dan Meehan for coming. Meehan left the meeting at 6:35 p.m.

The meeting returned to the original agenda.

McDowell moved, seconded by Yorks, to accept Resolution # R-12-10-1, to approve the September 10 minutes. Yorks abstained. All others present voted in favor.

MOTION PASSED

Fiscal Officer Blakey reported that there were no items that she needed to make special comments on for the Board. She did note the percentage of payroll and expenses and revenues to date. Clotz moved, seconded by Jenne, to accept Resolution # R-12-10-2, accepting the September 2012 financial reports. All present voted in favor.

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### MOTION PASSED

### OLD BUSINESS

Library Administrator, Don Dovala, reported that the first floor remodel of the public area is now completed. The shelving behind the circulation desk is to come later this year. The rearrangement of the public area has resulted in substantially more shelving and a more open feel. Dovala commended the staff on working together throughout the process.

### LIBRARY ADMINISTRATOR'S REPORT

Dovala thanked the management team on the evaluations, noting that the consensus from staff was that they liked the process.

Cheryl Ashton and Kristin Cioffi have been digitizing the Amherst News Times. The project has been doing a little each year as funds permitted. The costs from current vendors, and others researched, have continued to increase; however, the increase has been substantial recently. Ashton has worked on two grant proposals with hopes of speeding up the process and saving funds in the long term. The number of hits on the information currently available continues to increase, both locally and from out of state, indicating the value of the project.

Discussion on the rearrangement of the upstairs reference and children's area continues. Janet Turner has weeded collections making space available for alternate uses, such as a Young Adult area and seating areas. Library Design will be used to help develop a plan for the area as they did once the downstairs arrangement was determined. A new reference desk is also needed as part of this project.

The gravel by the Spring Street entrance of the Library has been removed. There has been preliminary discussion on whether the area could be enclosed and used for Library purposes.

### GIFTS & CORRESPONDENCE

Jenne moved, seconded by Clotz, to accept Resolution # R-12-10-3, accepting the following gifts to the Endowment Fund:  
\$245,677.57 from the Estate of Robert H. DeLloyd, Martin Conry, Executor

In memory of Nell Robinson:  
\$250 from Moen Corporation  
\$100 from Fortune Brands  
\$25 from Kathleen Briard  
\$100 from Hinerman Family  
\$25 from Richard & Darlene Olin

\$50 in memory of Dr. Eino Kooba from Dave & Carole Disbrow

In memory of Edward Stempowski:  
\$150 from Chris & Kim Stempowski  
\$50 from Dave & Carole Disbrow  
\$50 from Florence J. Carusa  
\$40 from Carol & Douglas Matthews  
\$15 from Ms Jeanne Pudloski

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\$50 from Helen Woodward  
All present voted in favor.

MOTION PASSED

PUBLIC COMMENTS

Sharon Vollmer from the Friends of Amherst Public Library has tickets for their annual Author Luncheon featuring Marilou Suszko & Laura Taxel, authors of *Cleveland's West Side Market: 100 Years & Still Cooking*. It will be held at noon, November 1 at the Heritage Presbyterian Church in Amherst. She also noted that the programs sponsored by the Friends Group for next year have all been scheduled.

NEW BUSINESS

The Trustees survey was postponed for a future meeting.

Yorks moved, seconded by McDowell, to accept Resolution # R-12-10-4, accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for the continuing 1 mill levy authorized by voters on August 4, 1992. Roll call vote: Yorks, McDowell, Jenne, Alexander, Clotz, ALL AYES.

MOTION PASSED

COMMITTEE REPORTS

BUILDINGS & GROUNDS – no report

PERSONNEL

Jenne reported on the committee meeting held on September 25 at the Library. Annual raises were discussed and a request made that the Finance & Audit Committee review the proposal prior to presentation at a regular meeting. Also noted at the committee meeting was the fact that Pam Schuster has started doing Outreach deliveries. The next committee meeting will be October 30 at 10 a.m. at the Library.

FINANCE & AUDIT

The committee set a meeting for October 16 at 11 a.m. at the Library.

Yorks moved to adjourn. Meeting adjourned at 7:05 p.m.

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President

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Attest