

# WASHINGTON-CENTERVILLE PUBLIC LIBRARY

## BOARD MEETING MINUTES

February 20, 2024

### **CALL TO ORDER**

The regular Board of Trustees meeting for February 2024 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:00 P.M.

The roll call was as follows: Mr. Bowling, **Absent**; Mrs. Cline, **Absent**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

### **HEARING OF THE PUBLIC**

Mr. Monteith stated that there was a hearing of the public. He introduced Ms. Kirsten Oviedo of Saddle Park Ct. She wished to speak to the board regarding the organization and labeling of kid's books.

### **APPROVAL OF MINUTES**

Mrs. Herrick moved for the approval of the January 16, 2024 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

Mrs. Suttman moved for the approval of the February 6, 2024 Special Meeting Minutes. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

Mr. Nunna moved for the approval of the February 13, 2024 Special Meeting Minutes. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 1 (Suttman)

### **DIRECTOR'S REPORT**

#### ❖ FACILITIES

##### ❖ Congress Park

- Carpet installation scheduled for 2/26
- Outside brick work still underway
- New garage door installed

- ❖ Woodbourne Library
  - Water leak on Sunday, January 14 -update
- ❖ Centerville Library
  - Renovation communication plan
  
- ❖ **PERSONNEL**
  - ❖ Systems Administrator position filled
  - ❖ Several position postings currently being recruited – Public Services Liaison, Executive Coordinator, and Marketing and Communications Manager
  - ❖ More recruitment to follow
  
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
  - ❖ Land acknowledgement statement
  
- ❖ **OTHER**
  - ❖ PLF formula - update
  - ❖ Friends
    - Pop-up sale results
    - Annual meeting on April 7
  - ❖ Centerville Washington Diversity Council panel participation – Voices & Stories on March 21<sup>st</sup>
  - ❖ Centerville-Washington Park District award for The Wall That Heals

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for January 2024, including the financial statements (Cash Position, Revenue Summary, and Expense Summary), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mrs. Herrick moved to approve the monthly financial report, and Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of February 2024 Expenditures

Mrs. Herrick moved to approve the payment of February expenditures, and Mr. Talda seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

**NEW/OLD BUSINESS**

**a. Approval of the Annual Financial Report and Placement of Legal Advertisement**

Mr. Monteith stated that the Annual Financial Report will be filed with the Auditor of State upon approval of the board. Additionally, the Ohio Revised Code requires that the library post a notice in the newspaper to state that the annual financial report is complete and can be reviewed upon request. The approval of the legal advertisement will allow for this notice to be published.

Mrs. Suttman moved to approve the annual financial report and the placement of the legal advertisement. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

**b. Approval of Building Closure**

Mrs. Fultz stated that the All-Staff Development Day has been tentatively scheduled for October 16, 2024. In order to proceed, the board must approve the closure of both buildings for that day.

Mr. Nunna moved for the approval of the closure of the buildings on October 16, 2024. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

**c. Resolution No. 024-002: Approval of Then & Now Certificate**

Mr. Monteith stated that this resolution was necessary as a result of some maintenance on the Centerville Library chillers that was necessary and coincided with the water leak that occurred at Woodbourne. As a result of the leak, the entry of this purchase order was missed. This resolution states that even though the purchase order was not approved at the time of the commitment of the funds, the funds were available for this purchase and is therefore still within the requirements of ORC 5705.41.

Mrs. Herrick moved for the approval of Resolution No. 024-002: Then & Now Certificate to Rieck Services. Mr. Nunna seconded the motion.

The roll call vote was:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The resolution is approved.

**OTHER**

Mrs. Suttman wished to further discuss the next steps regarding the public hearing. It was her feeling that we needed to further research the concerns and the feasibility of the request. It was discussed that, according to available information, there was no library in the state that had implemented any form of labeling system.

**ADJOURNMENT**

Mrs. Herrick moved to adjourn the meeting at 7:51 P.M. Mrs. Suttman seconded the motion.

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**President**

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**Fiscal Officer**