

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

March 19, 2024

**CALL TO ORDER**

The regular Board of Trustees meeting for March 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, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Mrs. Robinson, Human Resources Manager, and members of the public.

**AGENDA CHANGE**

Mr. Monteith stated that due to a last-minute change to the posted agenda, we need to a board vote to approve the change. Mrs. Herrick moved to approve the agenda change. Mr. Nunna seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

**EXECUTIVE SESSION**

Mrs. Herrick moved, pursuant to ORC § 121.22(G)(1), to enter into an Executive Session for the purpose of discussing the employment and/or discipline of a public employee. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The Board entered into Executive Session at 7:01 p.m.

At 7:23 p.m., Board President Barbara Denison returned the meeting to open session. She stated “I hereby return the meeting to open session with no further action taken by this body”

## **HEARING OF THE PUBLIC**

Mr. Monteith stated that there was a hearing of the public. Before turning the floor over, Mr. Monteith read the Board's policy on Public Participation at Board Meetings. He then introduced Kirsten O. of Centerville. She wished to follow-up on her comments from the previous month regarding the organization and/or labeling of children's books.

## **HUMAN RESOURCES PRESENTATION**

Mrs. Robinson presented to the Board regarding the merit increase strategy for 2024 that would be applicable to both non-bargaining unit full-time staff, and to partially benefited staff. She stated that the full-time non-bargaining unit staff have just completed their performance review process. She stated that sixteen employees from the non-bargaining unit were evaluated during the process.

She stated that, based on the appropriated amount of 3%, raise percentages were assigned ranging from 0%, for those that may not have met the requirements, to 4% for those rated as exceptional. Additionally, adjustments are made to individuals based on where they fall compared to the mid-point of the range. Based on this, the average adjustment is about 3.34% for the group.

Mrs. Robinson said that she is also recommending that the same strategy be used for the partially-benefitted staff who will start their review process on April 1<sup>st</sup>.

Mrs. Cline moved to approve the merit increase strategy for non-bargaining unit fully benefitted employees, effective April 1, 2024, and to use the same strategy for the partially benefitted employees during their review process that begins on April 1, 2024. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

## **APPROVAL OF MINUTES**

Mrs. Cline moved for the approval of the February 20, 2024 Meeting Minutes. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Bowling, Cline)

## **DIRECTOR'S REPORT**

### **❖ FACILITIES**

#### **❖ Congress Park**

- Interior work nearly complete – cabinets and counters on order for breakroom
- Finalizing firewall – issues with connecting to Woodbourne
- Exterior work in progress

- ❖ Woodbourne Library
  - Water leak on Sunday, January 14
    - Drywall repairs are in progress
    - Reviewed damage to desk and shelving units with adjuster
- ❖ Centerville Library
  - Water leaks on Saturday, March 2 from ducts
  - Damage to ceiling tiles and drywall
- ❖ **PERSONNEL**
  - ❖ Currently recruiting for Marketing & Communication Manager, two Technical Services positions, two Drivers, and temporary Summer Reading Club Assistants
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
  - ❖ New online programming calendar – switched from eVanced to LibCal
  - ❖ Winter Reading Club finished March 2 – 411 adults registered, with 178 completing the challenge
  - ❖ Children’s board game collection debuted March 18 – 20 games to start
- ❖ **OTHER**
  - ❖ PLF formula
  - ❖ Flurry of incidents
    - First Amendment Auditor returned and submitted public records request
    - Man barged into meeting room while a young woman was in there using it
    - Man started altercation with a woman near the Reference Desk

## **FISCAL OFFICER’S REPORT**

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

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

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of March 2024 Expenditures

Mrs. Cline moved to approve the payment of March expenditures, and Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

### **NEW/OLD BUSINESS**

**a. Resolution No. 024-003: Authorizing Finalization of Negotiations and Execution of Architect Agreement**

Mrs. Herrick moved for the approval of Resolution No. 024-003: Authorizing Finalization of Negotiations and Execution of Architect Agreement. Mrs. Suttman seconded the motion.

The roll call vote was:

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

The resolution is approved.

**b. Resolution No. 024-004: Approval of Then & Now Certificate**

Mr. Monteith stated that this Then & Now Certificate is the result of the water leak at Woodbourne. This is directly related to the emergency repair that occurred. Mrs. Herrick moved for the approval of Resolution No. 024-004: Approval of Then & Now Certificate. Mrs. Cline seconded the motion.

The roll call vote was:

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

The resolution is approved.

**c. 2024 Insurance Renewal**

Mr. Monteith stated that the insurance renewal cost came in much lower than was anticipated. After credits for being a long-time client, the renewal amount came in at nearly 19% under the amount appropriated. Additionally, the customer service related to the insurance has been very responsive to our needs. Therefore, he is recommending that we renew the insurance with Ohio Plan for another year.

Mr. Nunna moved to approve the renewal of the insurance. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

The motion is approved.

**ADJOURNMENT**

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

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**President - Acting**

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**Fiscal Officer**