

Synopsis of Board Meeting

January 15, 2019
Centerville Library

CALL TO ORDER at 7:00 p.m.

ROLL CALL – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Paras; Ms. Uttermohlen; Georgia Mergler, Programming/Community Relations Manager; John Fabelo, Kevin McCurdy and Bear Monita of LWC Inc. and members of the public.

OATH OF OFFICE – Georgia Mergler, notary public, administered an oath to Richard Carr upon his re-appointment to the Board to support the Constitution of the United States and the state of Ohio, which read: Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Washington-Centerville Public Library, Montgomery County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? He answered “I do”.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Long-Range Facilities Planning Committee. Mr. Fabelo reviewed the following:

- Woodbourne Library Roof. Mr. Fabelo said previous leaks are repaired, but now there are even more leaks. As the snow builds up on the roof, moisture can get into higher seams. Staffco submitted a change order for \$643.95 for repairs done by subcontractor Enterprise Roofing. LWC sent a letter to Staffco and said Staffco is responsible for payment of the repairs. Staffco has repaired the damaged drywall and repainted the affected areas.

The roofing company who replaced the roof over the existing building inspected the roof and thought it could have another 2-3 years of life left. Mr. Fabelo said the Board should consider whether to risk waiting another 2-3 years or to replace it and have all sections of the roof under warranty. Mr. Fabelo said language could be written in the bid documents stating that other sections of the roof are under warranty to itemize their awareness of a new, warranted roof. The roof replacement could be done while the library is open and needs about 10+ days of good weather to tear off and replace the roof. The Board approved a motion to go out for public bid to replace the middle section of the roof at Woodbourne Library that is between the new roof and the roof over the original section of the building covered under a warranty through December 2025. Six members were in favor and one abstained.

- Punch List for Woodbourne Library Addition / Renovation Project. Mr. Fabelo reported that all of the wrinkled metal panels on the south side of the new addition will be replaced free of charge. The manufacturer will ship the panels and the general contractor will install them.
- Centerville Library Parking Lot. Mr. Fabelo reviewed a draft of a tentative schedule to replace the Centerville Library parking lot to begin work after the end of July. If the project is divided into several phases, the Library will stay open. The project will require
Board meeting minutes are available for public inspection during library administrative office hours.

testing and soil borings before the project documentation is written. This will be a public bid project. The Board approved a motion to start the process for the Centerville Library parking lot replacement with work to begin on or after August 1, 2019. Six members were in favor and one abstained.

- Request for Statement of Qualifications. The Board approved a motion to place a legal ad in the local newspaper to solicit statement of qualifications for architects, engineers and surveyors for a project with professional service fees of less than \$50,000 in 2019. Six members were in favor and one abstained.

Foundation Committee:

- Proposed Donor Wall at Woodbourne Library. Ms. Senft-Paras passed around a sample tile with etched silver lettering. The Board asked Ms. Senft-Paras to look into black lettering so that it stands out better and to elongate the signage above the donor tiles and remove the quote panel below the donor tiles. Ms. Senft-Paras will ask the Friends of WCPL for a grant to pay for the donor wall. The cost of the wall was revised from \$2,500 to \$4,000 to include etching the donor names instead of applying vinyl letters.
- Interactive Children's Wall. Ms. Senft-Paras distributed a draft of the interactive children's wall at Woodbourne Library. The Burgeon Group plans to ship the wall late winter. Facilities Manager Gary Berry will install the wall.

STAFF PRESENTATION – 2018 Annual Report. Ms. Mergler presented the 2018 annual report noting the following:

- Grand Re-Opening of Woodbourne Library. There was a grand re-opening of Woodbourne Library on Sunday, September 23, 2018. The project was completed on time and on budget.
- Digital Collection. With Woodbourne's collection in storage, more digital materials were purchased in 2018. Over 300,000 digital items were checked out in 2018, an increase of 60% over 2016 (when both libraries were operational). The following is the percent of all physical and digital items for these formats:
 - eAudios – 69%
 - eMusic – 20%
 - eBooks – 19%
 - eZines – 17%
 - eVideo (movies & TV) – 3%
- Maker Kits. Thanks to a grant from the Friends of WCPL, we added over 12 kits to the collection, 8 of the kits are for kids. Maker Kit circulation doubled in 2018 with 450 checkouts.
- New / Discontinued Items. Vox Books, a book with an audio reader built into the cover, were added in 2018. Videogames were removed from the collection and donated to the Friends of WCPL.
- Updates to Centerville Library. In late 2018, the foyer of the Cynthia Klinck Community Room was repainted and redesigned. Additional updates scheduled in 2019 are:
 - New flooring, chair rails, window treatment and door vinyl in the Community Room
 - Repair / repave and new curbing for the parking lot
 - Public restroom updates
 - Carpet replacement using existing carpet tiles in heavily worn traffic areas
- RFID Equipment and Self-Check Machines. About 40% of the library patrons use the new self-check machines, which is almost one-half of all items checked out.

- New Programs. New programs were introduced in 2018: Memory Café, Tech Talk Tuesdays, and expanded Tech classes that have 20 new teaching laptops available to use. More than 1,200 programs were offered in 2018 with 84,000 attendees (twice the number in 2017).
- New Creativity Space. The expansion of Woodbourne Library included a new Creativity Space. Funds from an LSTA grant were used to purchase maker programming kits used for programs held in the Creativity Space such as Teen Make It Series, Upcycled and Fix-It Clinics to name a few.
- Collaboration Continued in 2018. The Library is working with Montgomery County Job Services to offer Workforce Opportunity and Innovation Act Orientations for job seekers in the area.
- New Cardholders. There was a 27% increase in the number of new cardholders. In 2018, there were 68,000 cardholders.
- 2019 – 2021 Strategic Plan. A three-year strategic plan was developed and approved by the Library Board in 2018.
- Woodbourne Library Fundraising Gala. The fundraising gala on September 20, 2018 generated over \$37,000 to be used for the interactive Children’s wall at Woodbourne Library.
- Friends of WCPL. The Friends of WCPL donated over \$36,000 to the Library in 2018.

DIRECTOR’S REPORT - Ms. Senft-Paras reported on the following:

- Facilities:
 - The Centerville Library program room was painted, a television monitor was installed in the room lobby to promote programs, a new projector screen is in place and new window shades have been ordered along with wall chair rails and corner protectors.
 - The laminate floor in the Centerville Library program room including the closets will be installed on January 23, 24 and 25. This includes new cove base in the program room and lobby of the program room. At the same time, they will replace worn carpet squares in areas throughout the library. The cost to do this work including the storage closets is \$13,096.15.
 - Our next project will be to evaluate and schedule renovations for the Centerville Library public restrooms.
- Personnel:
 - Active shooter training with Centerville Police Officer John Davis has been scheduled for library staff on Thursday, January 31 at 8:00 am in the police training facility.
 - Three staff who recently received Master’s degrees have been promoted to Level 2 Library Specialists. Charlie Hacker received a MLIS from Kent State University; Lauren Rura received a MLIS from the University of Kentucky; and Darrilynn Brewster received a Master’s in Education from American College of Education.
 - Kathy Maynard, a representative from McGohan Brabender, will attend our March board meeting to outline the market review details necessary in the consideration of a new health plan for the Library in the 51-99 employee group. In 2018, the average increase for the 51-99 market was 23.27%. Our current plan would change which it has not done in 8 years because we were grandfathered into the plan. All staff health insurance participants will be required to complete the health survey.
- Collections/Programs/Services: The Centerville Library and Weller Elementary School are collaborating again this year for the Weller Reading Challenge that begins tomorrow. The children read books and come to the Library to share what they have read and collect raffle tickets for prizes given by the school. This program is well received by the Weller school community and encourages visits to the Library by Weller families.

CONSENT AGENDA – Resolution No. 019-001 – Consent Agenda. Ms. Uttermohlen reported on the following 2018 annual statistics:

- 2018 revenues were up 4.1% over 2017 revenues mainly from donations for the Woodbourne Library children’s garden, sunscreen restoration and the Gala.
- 2018 expenditures were up 13.6% over 2017 expenditures due to increased library materials purchases and capital outlay expenditures for Woodbourne Library.
- Long-range projections indicate a cash balance in the General Fund and Special Operating Fund well above the Board’s target of one year’s operating levy income.

The Board adopted Resolution No. 019-001, a consent agenda approving the following action items:

- Approval of December 18, 2018 Regular Board Meeting Minutes
- December Financial Statement, Notes to the December Financial Statement and Investment Report
- Payment of January Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain on payments to Centerville Landscaping, Superior Mechanical, and The New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Executive Session. The Board retired into executive session at 8:27 pm to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.
- The President returned the meeting to Open Session at 8:45 pm.
- Replacement for the Deputy Fiscal Officer. Mr. Bowling announced that Ms. Uttermohlen is retiring on May 31, 2019. The Personnel Committee will be involved in the hiring of her replacement. The Board unanimously approved a motion to begin the search for her replacement and to establish a timeline for the process. Ms. Senft-Paras offered to assist the Board with this process in any way needed.
- Summer Sunday Hours. The Board unanimously approved a motion to change the summer Sunday open hours to Woodbourne Library in place of Centerville Library, effective this summer.
- Change March Board Meeting Date. The Board unanimously approved a motion to change the March board meeting dates back to the third Tuesday of the month.
- Re-appointment to the Personnel Appeals Board. The Board unanimously approved a motion to re-appoint Judy Budi to another three-year term on the Personnel Appeals Board effective 1/1/2019 – 12/31/2021.
- Appointments to the Board Committees for 2019. The Board unanimously approved the Board President’s appointments to the Board Committees for 2019.

OTHER - Mrs. Herrick moved for adjournment at 8:54 pm.

C. Uttermohlen