

# *Synopsis of Board Meeting*

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January 21, 2020  
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, Absent; Mr. Nunna, Present; also in attendance were Ms. Fultz; Ms. Fingers; Georgia Mergler, Programming/Community Relations Manager and members of the public.

**HEARING OF PUBLIC** – None

## **COMMITTEE REPORTS**

Long-Range Facilities Planning Committee. Ms. Fultz reviewed the following:

CV Parking Lot

- The Facilities Manager, Support Services Manager, and Ms. Fultz met with Kevin McCurdy from LWC on January 7 to review the project specifications and phasing
- Mr. McCurdy is updating the drawings, and wants to present them again to the City. The City has already approved the plans. Since it's been some time, he wants to remind them that they have approved them to prevent issues when the project starts.
- Drawings should be complete this week
- Project should be able to go out for bid in the next few weeks

**STAFF PRESENTATION** – 2019 Annual Report. Ms. Mergler presented the 2019 annual report noting the following:

Washington-Centerville Public Library once again received a 5 Star rating from Library Journal's Index of Public Library Service. WCPL is 1 of only 85 libraries nationwide and the only library in Montgomery County to receive 5 stars. This is the 7<sup>th</sup> time WCPL has received a 5 star rating since 2010.

5 Star Collection - Patrons from Centerville/Washington Township and beyond check out more than 1.7 million items annually, making WCPL the 22<sup>nd</sup> busiest library in Ohio. Thanks to the generosity of the Friends of Washington-Centerville Public Library, new collections were added in 2019 including Launchpads-touchscreen learning tablets for kids ages 3-5 and Hi-Lo books featuring high interest content at a simpler reading level for those with low reading proficiency. WCPL is continuing to add new maker kits which have become very popular with patrons.

The usage of digital content grew by 13% in 2019. Ms. Mergler displayed a graph with the Library's past 5 years circulation numbers. 2019 showed over a 100,000 increase from 2018. The Library provides much of its digital content through the Digital Downloads Consortia which is the 10<sup>th</sup> highest circulating digital collection in the nation. Ms. Mergler than stated that Macmillan Publishing imposed severe restrictions on library eBook purchasing. WCPL, along with the Ohio Library Council and other libraries across the nation, decided to no longer purchase eBook content from Macmillan. WCPL encouraged patrons to express their opinions concerning this matter and the patron actively supported the Library's decision.

5 Star Service – In 2019 WCPL launched auto renewals of materials without holds on them. This service was greatly received by the patrons. Ms. Mergler showed a video that has been posted on social media telling the public about the auto renewals as well as a video on how to use the new scanning station at Centerville. WCPL responded to patron requests by increasing passport processing. More passport agents

were trained and more appointments were added during peak times. Meeting room space has been in big demand at WCPL. In 2019, meeting rooms were used by the public more than 8,500 times.

5 Star Experiences – Building visits increased 8% over 2018 with more than 495,000 visitors to the Library. Thanks to more programming spaces with the renovation of the Woodbourne Library, programming increased by 40% over 2018. More than 72,000 people attended a WCPL program in 2019, accounting for nearly 25% of all program attendees county-wide. The design of the Woodbourne Library makes it ideal for exhibits to enhance the visitor’s experience.

5 Star Quality – Ms. Mergler emphasized WCPL’s commitment to quality the creation of a new strategic plan based on feedback from the community. High usage combined with careful spending resulted in a significant return on investment for local citizens. For every \$1 spent on taxes, the Library yields \$4.31 in value.

**DIRECTOR’S REPORT** - Ms. Fultz reported on the following:

Facilities: Woodbourne Library

Roof leaks in the program room

- Both Enterprise and BK were out to check on the roof.
- No leaks over the weekend

Warranty claim on a couch in Marketplace – one cushion appears to be breaking down

- Shelves behind the children’s desk are complete and coat hooks were installed

Personnel: Adult Services Team Leader – needs to be back filled after Mr. Menker’s promotion. Project management training at department meetings to make implementation of new services and collections smoother.

Collections/Services/Programs

- Telling a People’s Story exhibit at Woodbourne wraps up this week
- New three-part series starting Saturday, ‘Culture and Race: What Divides and Unites Us’ – being moderated by the Aspen Institute’s Weavers, with table discussions on the documentary ‘White Like Me’ by Tim Wise – 43 people registered
- Another Fix-It Clinic scheduled for this Saturday, January 25

Other

PLF – no real progress since December

DML and Wright Memorial informally agreed to the proposed changes, no word from Germantown. The Director from Dayton Metro wrote a summary of the process and steps moving forward, Ms. Fultz clarified the expectation that this formula should be in place for 10 years, and specified that a library that seeks to make a change before then needs to express that to the other library systems – there was no response to her revisions.

It was suggested that the group meet to finalize and bring Sam Braun’s replacement into the loop.

**CONSENT AGENDA** – Resolution No. 020-001 – Consent Agenda. Ms. Fingers reported on the following 2019 annual statistics:

- 2019 revenues were up .3% over 2018 revenues even with the donations for WB renovation and Gala.

- 2019 expenditures were up 3.4% over 2018 expenditures due capital outlay expenditures for Woodbourne Library roof, Centerville Library Chiller and repayment to Dorothy Yeck Arts Endowment for WB garden and sunscreen.
- 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.

Discussion began on 2021 Levy Committee formation and what the levy should look like.

The Board adopted Resolution No. 020-001, a consent agenda approving the following action items:

- Approval of December 17, 2019 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 from payments to Centerville Landscaping, Creative Impressions LWC, and Rieck Mechanical; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Absent; Mr. Nunna, Yes.

## **NEW / OLD BUSINESS**

Appointments to the Board Committees for 2020. The Board unanimously approved the Board President's appointments to the Board Committees for 2020.

Code of Conduct policy changes. Ms. Fultz informed the board that the Ohio Library Council sent out an announcement about how public libraries have been the target of First Amendment Audits. Individuals come into the library trying to video patrons and staff to emphasize the first amendment claiming the library is a public space. OLC went on to state that "federal courts have deemed libraries to be a 'limited public forum', which means public libraries have some discretion to reasonably restrict the exercise of free speech rights *in their buildings* - especially to the extent that the conduct in question would be disruptive to the other patrons or inconsistent with the library's fundamental mission. In most cases, taking photographs and/or recording videos of library staff or patrons without their permission can be prohibited as a matter of library policy." OLC suggested libraries make a policy in their rules of conduct to refrain from taking photographs and/or recording videos of Library staff and or patrons without their permission. Ms. Fultz would like WCPL to adopt this policy. Trustee members discussed that though the Board respects First Amendment rights, WCPL has the reasonable right to time, place and manner restrictions when it is neutral as to content as a limited public forum. Ms. Fultz also added in the rules of conduct that "alcoholic beverages are prohibited" and changed "pets" to "animals must be kept outside the building except for service dogs". In addition a line that "the rules listed above are not a complete list but guidance of appropriate behavior". The Director or other Library staff are authorized to determine what constitutes being disruptive. Discussion was held to review our firearm and weapon Rules of Conduct/policy for next month.

The Board unanimously approved a motion to add the lines and make the changes to the Rules of Conduct as discussed above and to review the Firearm and Weapons Rules of Conduct/Policy next month.

**OTHER** - Mrs. Cline moved for adjournment at 8:16 pm.

M. Fingers