

# *Synopsis of Board Meeting*

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January 19, 2021

Via WebEx

**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. Fultz, Library Director; Ms. Fingers, Deputy Fiscal Officer; Georgia Mergler, Programming/Community Relations Manager and members of the public.

**HEARING OF PUBLIC** – None

## **OATH OF OFFICE**

Georgia Mergler, notary public, administered an oath to Ram Nunna, 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”.

Georgia Mergler, notary public, administered an oath to Randy Bowling, upon his re-appointment as the Fiscal Officer, 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 the Fiscal Officer 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”.

**STAFF PRESENTATION** – 2020 Annual Report. Ms. Mergler presented the 2020 annual report noting the following:

This annual report highlighted the ways in which WCPL continued to meet the needs of the citizens while closed from mid-March to mid-June and then in limited open hours during the pandemic. Those needs were met in many unique ways such as virtual storytimes and book discussions; promoting digital collections and services; and online programming. In May, the library began curbside hold pick up services. Due to the strong leadership of the Board of Trustees and the Director and a lot of the behind the scenes effort of the staff, WCPL was able to reopen both libraries for in-person service, and complete a major parking lot repair in 5 months.

Though circulation was down 20% in 2020, the eCollection, curbside hold pickup and a commitment to reopening the library facilities as soon as safely possible resulted in nearly 1.4 million items circulated. Ms. Mergler showed charts on circulation by format both by month, and then in comparison to 2019. The eCollection format saw positive gains in usage in 2020 with eVideo showing the strongest by 68%. Testimonials by some of our patrons stated how the eCollection helped them deal with the quarantine.

Programming continued in 2020 despite the pandemic. Throughout 2020 WCPL offered 800+ programs, more than 300 of which were live or pre-recorded virtual programs. Virtual programming allowed more

people to attend these programs with the number surpassing 26,000 attendees in 2020. Examples of such virtual programs and services were family trivia nights, storytimes, summer and fall reading clubs, themed digital escape rooms, research assistance via live chat and instructional videos highlighting WCPL's K-12 online educational databases. WCPL, in coordination with Centerville City Schools, shared the videos with educators as part of their professional development in August.

Ms. Mergler then went on to show charts on comparison of expenses and revenues. Ms. Mergler showed how the expenses were down in comparison to 2019 even though Centerville had a much needed parking lot repair. Operating expenses were down because of a reduction in staff hours and in person programming. Over the last 10 years, total expenditures have remained flat or increased modestly. Despite dire predictions for state funding in early 2020, both state and local funding levels remained stable over the past 10 years. Securing stable sources of funding is one of WCPL's Long Range Plan goals and it will be the center of our focus in 2021 with a possible upcoming ballot issue in November.

Ms. Mergler then thanked the Director, Ms. Fultz, for her calm and stable presence throughout the pandemic as well as the Board for their continued support.

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

Facilities: Centerville Library

New drinking fountains installed at both areas with water bottle refill station.

Parking lot- benches and trash cans are ordered and expected to arrive in 3 weeks.

Woodbourne Library

Artist, Terry Welker working on ideas for sculpture flowers for the outdoor containers in the plaza – Yeck

Family Foundation donation for this project

Looking at sun filtering options by the front door- glare in Spring & Fall that hits the circulation desk where staff are working

Personnel:

- Recruiting again for Fiscal Assistant
- Recruiting for 2 Adult Services Aides
- Video messages among staff

Collections/Services/Programs

- Mobile App – waiting on Apple to create developer account
- Online programming is still going strong
- Customer Service Task force – setup a group to “shop” online at other library programs to see what they are doing.

Other

- Shared Work staff – will receive extra \$300/week in unemployment benefits starting 12/27/20; benefits last for up to 11 weeks
- Resuming evening hours-waiting to see a decline in community virus spread. Have not received pressure from the community to open in the evenings. Friday evening hours will be re-evaluated with some possible adjustments. Most likely will not resume Sunday hours until the summer.
- Burges and Burges has completed the community survey.
- Friends are doing 2 small sales in February. One for Children's books on 2/21 and the other for Movies & Music on 2/28. They will both be held at the Woodbourne library.
- Montgomery County Auditor announced there will be an assessment refund sent out in 2021
- Strategic Plan was due to end in 2021 but will extend through the end of 2022.

**CONSENT AGENDA** Resolution No. 021-001 – Consent Agenda. Ms. Fingers reported:

- Yearend difference in yearend system due to an error on reporting Montgomery County levy tax collection fees done in November. Reported the net instead of the gross. Found the error after the year was closed. Notified the state auditor on how to proceed and she recommended that I show it in December in the report given to the Board, to Montgomery County & to the State. The revenues & expenses were both increased by the \$30,067.03 and encumbrances were reduced by the same. The system's revenue, expenses & encumbrances for yearend will be off but overall total is not affected.
- StarPlus program- The Ohio State Treasurer's office will no longer endorse the Star Plus program as the preferred FDIC-insured deposit product for Star Ohio participants effective 5/31/21.

The Board adopted Resolution No. 02-001, a consent agenda approving the following action items:

- Approval of December 15, 2020 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 and Korrekt Plumbing; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

**NEW / OLD BUSINESS**

Appointments to the Board Committees for 2021. The Board unanimously approved the Board President's appointments to the Board Committees for 2021.

Long Range Plans. Ms. Fultz stated she wanted to promote discussion on future opportunities and expenses for what the libraries will need or like to have. There was some discussion among the Board and it was proposed that the Long-Range Facilities Planning Committee meet to discuss further future facilities needs and wants.

**OTHER** – Mr. Nunna moved for adjournment at 8:20 pm.

M. Fingers