

**BOARD MEETING MINUTES**  
January 18, 2022  
Washington-Centerville Public Library

CALL TO ORDER

ROLL CALL

The regular January meeting of the Board of Library Trustees of the Washington-Centerville Public Library was held at the Centerville Library. The meeting was called to order at 6:00 P.M. The roll call was as follows: Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Absent; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Fultz, Library Director; and members of the public.

HEARING OF PUBLIC

- Joyce Fisher – employee pay

OATH OF OFFICE – deferred due to both individuals being absent

- Elizabeth Cline, Board Member
- John Monteith, Fiscal Officer

STAFF PRESENTATION – 2021 Annual Highlights – Liz Fultz

Liz Fultz presented the highlights from 2021, which was again not a typical year. Library operations had not completely resumed until September, when the Centerville Library opened on Sundays. Building visitors were down by nearly 40% when compared to 2019, but circulation was down by only 7.8%.

A deeper dive into circulation statistics show that the eCollection accounted for 29.5% of the total circulation. Print book remained the highest circulating items, while circulation of eBooks continued to steadily increase. eAudios continued to significantly out-circulate physical audiobooks. Music in all formats declined. Circulation of eVideos is difficult to compare to that of DVDs/Blu-rays because the content is not the same. Current feature films are not typically made available to library eVideo platforms. With more content bypassing disc sales and going straight to streaming, circulation of movies is likely to decline.

Programs were most virtual early in the year, but the number and variety of programs increased throughout the year as more people became eligible for vaccinations. The highest attended program in 2021 was the outdoor storytimes held in partnership with Centerville Washington Park District. A staff appreciation luncheon was able to be held at Benham's Grove, and the first annual O.W.L. Academy was held, which provided five staff members the opportunity to learn more about the library and leadership.

Usage of self-checkout machines was up 5% over 2020, with nearly 60% of the patrons using the machines to checkout. This made engagement with patrons electronically a priority. Welcome emails are automatically being sent to new cardholders the next day, patrons can renew their cards online without having to call or come in, and online registrants can receive an actual card without having to come in by submitting their ID through the website.

Funding has been stable over the last several years, despite the circumstances, and passage of the 3.0 continuous renewal levy secured the income generated from the local operating levy. Additional income was received for the sale of the Mandel lot, after having been on the market since 2013. Spending continued to be down in 2021 with less being spent than during 2017 or 2020.

Finally, the Library received another 5-star ratings from the Library Journal, for the fifth consecutive year.

## COMMITTEE REPORTS

- Trustee Interview Committee – Meeting was postponed and is being rescheduled

## DIRECTOR'S REPORT

### ▪ FACILITIES

- ❖ Centerville Landscaping offered to donate tulip bulbs, which they will plant near the entrances at both locations.
- ❖ Woodbourne Library
  - Spare parts for the boiler are in; locked cabinet installed near the boiler to store them
- ❖ Makerspace
  - MOU signed
  - Estimates
    - From general contractor for flooring and paint - \$16,282
    - Flooring from McSwain - \$7,460 (or \$9.53/sq ft)

Mr. Bowling moved, Mr. Hanseman seconded the motion, and the Board approved up to \$15,000 to be spent on the work that needs to be done to prepare the room at RecPlex for the makerspace. All in Favor, 6 members present in favor.

### ▪ PERSONNEL

- ❖ Two new employees started January 17<sup>th</sup> – Shelby Quinlivan, Community Relations and Development Manager, and June Bullock, Public Services Liaison
- ❖ 14 incidents of COVID (either exposure or confirmed cases) since Christmas

### ▪ COLLECTIONS/SERVICES/PROGRAMS

- ❖ Starting to see cancellations of room reservations, scheduled Speaker's Bureau programs and program registrants
- ❖ COVID test kits from ODH will be delayed, likely until February
- ❖ Adult Winter Reading Roadmap – runs through the end of February, over 130 registered
- ❖ Payment kiosks ordered for scanning stations, which will allow self-serve faxing service at both locations
- ❖ Preparing a proposal to eliminate overdue fines, hope to present at the February meeting

### ▪ OTHER

- ❖ Trespassed patron on January 13<sup>th</sup>
- ❖ Received a cease and desist letter for the use of 'STEAM' in our program descriptions
- ❖ Received a \$5,000 unrestricted donation

Resolution No. 022-001 – Consent Agenda

Mr. Bowling moved, Mrs. Herrick seconded and the Board adopted Resolution No. 022-001, a consent agenda approving the following action items:

- Approval of December 21, 2021 Regular Board Meeting Minutes and December 28, 2021 Special 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, Garber Connect, Korrect, and The New York Times; Mrs. Cline, Absent; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

Clarification of Resolution #021-025 – 4% Increase in Pay Rates

Resolution #022-002 – 3% increase in all salary ranges, except for shelving assistants, to accompany the pay rate changes approved in Amended Resolution #021-025.

Mrs. Herrick moved to approve; Mr. Carr seconded the motion.

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Absent; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

Appointments to the Board Committees for 2022

Executive Committee – Elizabeth Cline, President; Barbara Denison, Vice-President; Randell Bowling, Secretary

Finance Committee – Randell Bowling, Chair; Carol Herrick; Ram Nunna

Personnel Committee – Robert Hanseman, Chair; Randell Bowling; Elizabeth Cline

Foundation Committee – Barbara Denison, Chair; Ram Nunna; Carol Herrick

Trustee Interview Committee – Elizabeth Cline, Chair; Barbara Denison; Carol Herrick

Long-range Facilities Planning Committee – Ram Nunna, Chair, Bob Hanseman; Randell Bowling

Negotiating Committee – Robert Hanseman; Barbara Denison

Woodbourne Library Arts Endowment Committee – appoint if needed

Survey Committee – appoint if needed

Mr. Carr moved, Mr. Nunna seconded and the Board approved a motion to appoint the Board Committees for 2022 as outlined. All in Favor, Unanimous.

OTHER

- Mrs. Herrick moved for adjournment at 7:00 pm.

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President

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Trustee Member