

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

January 20, 2026

CALL TO ORDER

The regular Board of Trustees meeting for January 2026 was held at the Woodbourne Library. Board President Carol Herrick 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**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; and Mr. Nunna, **Present**; also Mrs. Fultz, Library Director, Mr. Monteith, Fiscal Officer; Ms. Herbstreit, Marketing & Communications Manager; Hannah Thirey, Fiscal Assistant/Notary Public, and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that there is no hearing of the public this month.

OATH OF OFFICE

Mrs. Herrick called upon Hannah Thirey, Notary Public, to administer the oath of office to new board member David Seyer, and Fiscal Officer John Monteith.

Ms. Thirey asked Mr. Seyer to raise his right hand. She then said “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?”

Mr. Seyer said “I do”

Ms. Thirey asked Mr. Monteith to raise his right hand. She then said “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?”

Mr. Monteith said “I do”

The Board member congratulated Mr. Seyer on his appointment to the Board of Trustees.

ANNUAL HIGHLIGHTS

Mrs. Fultz presented the annual highlights, reviewing the major things that occurred during 2025. The presentation focused on the events, new offerings, and social media efforts. She then spent some time on the Centerville Library renovation. Finally, the presentation focused on building visitors, overall circulation, circulation of Library of Things offerings, library funding and annual expenditure comparisons.

STAFF PRESENTATION

Ms. Herbstreit presented an update on the rebranding process. She presented the board with two color palettes to review. The board members looked at both options and discussed the benefits and drawbacks of both. After some discussion, the board came to an agreement on which option they would like to proceed with.

EXECUTIVE SESSION

Mr. Bowling moved to adjourn to executive session pursuant to ORC §121.22(G)(1), for the purpose of discussing the employment of a public employee and pursuant to ORC §121.22(G)(4), for the purpose of reviewing the negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employees. Mrs. Cline seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Seyer	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

At 7:43 p.m., the board entered executive session.

At 8:03 p.m., the board exited executive session. Mrs. Herrick returned the meeting to open session with no further actions as a result of the executive session.

COMMITTEE REPORTS

Foundation Committee

Mr. Monteith stated that the foundation committee should likely meet to discuss the reopening festivities for the end of the first phase of construction, and also at the completion of the project. Later in the meeting, the board will be asked to approve the creation of a new bank account for the Foundation. This bank account will be used to account for the fundraising events that will occur as part of the reopening. When these events are completed and all costs paid, the final balance will be deposited in the Foundation account at the Dayton Foundation. There will be no public funds deposited to the account.

DIRECTOR'S REPORT

• FACILITIES

- Centerville Library
 - Change order log
 - Sneak peek events – March 4 and 5 by invitation
- Woodbourne Library
 - Boiler drainpipe leak
- Legacy Administration Building
 - Trustee recognition plaques installed

• COLLECTIONS/SERVICES/PROGRAMS

- SearchOhio continues to be delayed
- Launch Dayton holding Launchpad Event at Benham's Grove on January 29
- Business Breakfast scheduled for February 10
- Good Life Award – new plaque in Teen area commemorating past winners
- Cybersecurity training nearly completed by staff
 - CART members

• OTHER

- Joint Public Entities meeting – Monday, March 30 at Woodbourne Library
- Joint Public Entities discussion on communicating property taxes
 - Proud to Be Home campaign
- House Bill 309 – signed into law, effective March 18
 - Strengthens the County Budget Commission's ability to reduce levies they deem to be "unnecessary" or "excessive"
 - One year safe harbor
 - "Unnecessary" defined as those beyond the reasonably anticipated financial needs of the taxing authority after accounting for current fund balances, projected expenditures, and other available funding sources
 - "Excessive" defined as those that exceeds what is required to provide services at a level that is consistent with the statutory obligations
 - Tom Young and Phil Plummer among the cosponsors

FISCAL OFFICER'S REPORT

- a. Approval of the December 16, 2025 Meeting Minutes

Mrs. Cline moved for the approval of the December 16, 2025 Meeting Minutes. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 2 (Denison, Seyer)

The motion is approved.

- b. Mr. Monteith presented the monthly financial report for December 2025, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, December 2025 Bank Reconciliation, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mr. Nunna moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mrs. Denison seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

- c. Payment of January 2026 Expenditures

Mr. Monteith presented the check register for the period of December 17, 2025 through January 20, 2026.

Mr. Falkner moved to approve the payment of expenditures, and Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Seyer	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

- a. **Approval of Appropriations Transfer**

Mr. Monteith explained that this transfer was necessary due to a large legal invoice received after the December board meeting. This invoice was more than was appropriated for the year, and we are anticipating several additional invoices in the next several months.

The proposed transfer will pull from the contingency line item. This line was budgeted at about 1.75% of General Fund appropriations. The transfer of \$50,000 will reduce this to

about 1.32%. We generally do not need to use this contingency. The transfer is appended to these minutes.

Mr. Nunna moved to approve the proposed appropriations transfer. Mr. Falkner seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

b. **Res. No. 026-001: Approval of Then & Now Certificate**

Mr. Monteith explained that this Then & Now Certificate is separate from the appropriations transfer approved previously. This is related to an invoice received in early December. We had previously opened a purchase order for legal expenses that we anticipated carrying us through the end of the year. When we received this invoice, it required us to open a second purchase order to cover the remaining balance. This required appropriation transfers to provide enough funding to cover the amount.

Because the amount exceeded \$3,000, it requires board approval.

Mr. Falkner moved to approve Resolution No. 025-009. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Seyer	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

Resolution No. 026-001 is approved.

c. **Res. No. 026-002: Approval of Changes to Authorized Signatories**

Mr. Monteith stated that this resolution is necessary to make changes to the signers on the bank account. The necessary changes are to remove Carleen Suttman, and to add David Falkner.

Mrs. Cline moved to approve Resolution No. 026-002. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Seyer	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

Resolution No. 026-002 is approved.

d. **Approval to order additional furniture items, and adding a contingency amount to the approved contract amount for furniture for the renovation project**

Mrs. Fultz explained that this action is required because of some changes in furniture pricing after the contract amount was approved in October. Several of the items ended up being more expensive than originally approved. To keep the delivery of these items on schedule, we removed the footstools from the order. We are asking the board to approve the addition to the original contract amount of \$3,780 to allow for these items to be purchased.

Additionally, as there continue to be fluctuations in the markets right now and some unknowns regarding what will be needed in the space, we are asking the board to approve a contingency in the amount of \$5,000. This will allow us to move forward with the necessary furniture purchases without needing board approval prior to making decisions. The \$5,000 amount equates to less than 0.6% of the original furniture contract amount.

Mr. Nunna moved to approve the ordering of the additional furniture items, and to approve a \$5,000 contingency. Mrs. Denison seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

e. **Res. No. 026-003: Approval of Foundation Checking Account**

Mr. Monteith explained that the opening of a separate checking account would be necessary to account for the costs of the grand reopening festivities that would be a fundraiser for the Washington-Centerville Public Library Foundation. As this event is for the benefit of the Foundation, it would be inappropriate for the library to pay the costs related to the event. Proceeding with opening this account will give the Foundation more flexibility than the library because of the public funds aspect of things. With the foundation, these funds are private.

The signers on this account will be the members of the Foundation Committee, and the Fiscal Officer. As with our accounts, two signers will be required on all disbursements.

Mrs. Denison moved to approve the opening of a foundation checking account. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Seyer	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The resolution is approved.

f. **Approving a temporary change to Rules of Conduct for grand reopening festivities**

Mrs. Fultz explained that the Library Rules of Conduct prohibit alcohol in the library buildings. As part of the reopening, the preview night will have some alcohol available. As these are Foundation events for fundraising purposes, it will be necessary to temporarily allow alcohol in the library. We are asking the board to approve a temporary change related to the event only.

Mr. Nunna moved to approve the temporary change to the Rules of Conduct. Mrs. Cline seconded the motion

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

OTHER

Mrs. Herrick presented the Board Committee assignments for 2026.

ADJOURNMENT

Mr. Falkner moved to adjourn the meeting at 9:00 p.m. Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

President

Fiscal Officer