

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

October 17, 2023

CALL TO ORDER

The regular Board of Trustees meeting for October 2023 was held at the Woodbourne Library. Board President Barbara Dension 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**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; and Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that there was no hearing of the public.

TRUSTEE INTERVIEW COMMITTEE

The Trustee Interview Committee met immediately prior to the Board Meeting. There was only one applicant for the open trustee position. Mr. Bowling reapplied for his position on the Board, which is a seven-year term ending December 31, 2030.

Mrs. Cline move to recommend Randy Bowling to the Centerville City Schools Board of Education. Mr. Nunna seconded the motion. The vote was: **Yes**: 6; **No**: 0; **Abstain**: 1 (Bowling)

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the September 19, 2023 Meeting Minutes. Mrs. Cline seconded the motion.

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

DIRECTOR'S REPORT

❖ **FACILITIES**

❖ Congress Park

- Mold remediation - carpet has been removed, air scrubbers have been running, Gary built a platform to access the one furnace so that the HVAC system be cleaned

- Working on getting quotes for other work – electrical work, walls, replacing carpet, brick repair
- ❖ Woodbourne Library
 - HVAC – boiler, piping, and electrical is installed; controls need to be integrated and flue work needs to be finished – should be completed by early November
- ❖ Centerville Library
 - HVAC – boilers, piping, and most VAVs have been installed; expect the test the boilers this week
 - Tri-Tech provided space heaters to help with staff work areas
- ❖ **PERSONNEL**
 - ❖ State announced minimum wage increase for January – from \$10.10 to \$10.45, a 3.7% increase
 - ❖ Currently recruiting for Youth Services Specialist, Adult Services Aide, and Public Services Team Leader
 - ❖ Will be reviewing with supervisors emergency procedures – starting with lockdown and bomb threat
- ❖ **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Question again about the appropriateness of the books Hips on the Drag Queen Go Swish, Swish, Swish and If You're a Drag Queen and You Know It and complaint about the book Big Wig being on display
 - ❖ Since February, we have had 13 books hidden in the library, two found intentionally damaged, and three missing
 - ❖ Good Life Award - 606 entries this year; winner announced November 13, ceremony November 30
 - ❖ Dayton Art Institute provided 20 free family passes that we will loan out starting early next year
- ❖ **OTHER**
 - ❖ Received a \$5,000 DEI grant from Centerville Washington Foundation – will use for language support – translate some of our printed brochures, purchase foreign language materials, and pay for LOTE4Kids, database of audio-picture books in over 60 languages
 - ❖ Last call for Joint Public Entities meeting on October 30 – yes: Barbara and Rick, maybe: Randy; We host the meeting at Woodbourne on January 29

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for September 2023, including the financial statements (Cash Position, Revenue Summary, Revenue BVA, Expense

Summary, General Fund Expense BVA), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

Mrs. Herrick moved to approve the monthly financial report, and Mrs. Suttman seconded the motion.

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

The motion is approved.

b. Payment of October Expenditures

Mrs. Cline moved to approve the payment of October expenditures, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

a. Resolution No. 023-018: Resolution to Terminate Design Professional Procurement Process for the Centerville Library Renovation Project

The Board discussed the process of procuring an architect for the Centerville Library renovation project. The Architect Interview Committee was happy with the qualifications of each of the short-listed firms, but was not happy with the case law precedents requiring the committee to make the decision for the entire board. There is a desire to include the entire board in the decision-making process. Given this desire, the only option is for the board to terminate the current procurement process and begin the entire process again. Each of the firms was made aware that the board may choose to terminate the process without selecting a firm. There was some discussion about the optics of terminating the process, but ultimately the board decided this to be the best option.

Mr. Nunna moved for the adoption of Resolution No. 023-018: A Resolution to Terminate Design Professional Procurement Process for the Centerville Library Project. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

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

Mrs. Suttman	<u>Yes</u>
Mr. Talda	<u>Yes</u>

The resolution is approved

b. Policy Approvals

- i. The following new policies and policy revisions were presented for Board approval:

1. Community Rooms and Creativity Space Use
2. Library Card Eligibility
3. Use of Library-Owned or Leased Vehicles
4. Meeting & Quiet Room Use
5. Mileage Reimbursement
6. Publicity and Display of Non-Library Programs
7. Solicitation on Library Premises and Website
8. Speakers Bureau
9. Workplace Visitor Policy

Mrs. Cline moved for the approval of the new policies and policy revisions. Mr. Nunna seconded the motion.

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

The motion is approved.

- ii. The following policies were presented to the Board to be moved to guidelines and procedures:

1. Board Game Policy
2. Charging for Overdue Materials
3. Damaged Hold Shelf
4. Hotspot Policy
5. Maker Kits Policy
6. McNaughtons Express Policy
7. McNaughtons Regular Policy
8. Streaming Device Policy

Mrs. Herrick moved for the approval of moving these policies to either procedures or guidelines. Mrs. Cline seconded the motion.

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

The motion is approved.

c. Financial Advisory Committee Appointments:

Mr. Monteith stated that the terms of Todd Press and David Ryan are ending this year. Both individuals were approached about whether they wished to continue to serve on the committee. Mr. Press expressed his desire to continue to serve. Mr. Ryan stated that he felt it was time for him to step aside from the committee.

As a result, Mr. Monteith approached David Falkner about potentially joining the committee. Mr. Falkner is a former colleague of Mr. Monteith at the Auditor of State. He worked at the Auditor's office for ten years prior to joining a private accounting firm. He holds a master's degree in accounting from Wright State University and has significant experience in governmental accounting.

Mr. Monteith stated that both individuals would serve through December 31, 2027.

Mr. Bowling moved to appoint these individuals to the Financial Advisory Committee. Mrs. Suttman seconded the motion.

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

The motion is approved.

d. Approval of Purchase of Ramp System for Van

Mrs. Fultz and Mr. Monteith discussed the ramp system for van. The ramp system that was selected cost about \$4,723, but the cost to ship it added another \$400 to the cost. As a result, it now exceeds the \$5,000 threshold that would require board approval since it was not included in the original appropriations.

We are asking the board to approve the purchase of the ramp system. This will allow us to continue moving toward the elimination of contracted delivery services between the buildings.

Mrs. Herrick moved to approve the purchase of the ramp system. Mr. Nunna seconded the motion.

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

The motion is approved.

e. Approval of 2024 Sunday Closures

The Sunday closures for 2024 were presented:

Date	Reason
March 31, 2024	Easter
May 26, 2024	Precedes Memorial Day
September 1, 2024	Precedes Labor Day

Mrs. Suttman moved to approve the Sunday closures as presented. Mrs. Cline seconded the motion.

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

The motion is approved.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:02 P.M. Mrs. Suttman seconded the motion.

President

Secretary