

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

October 15, 2024

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**CALL TO ORDER**

The regular Board of Trustees meeting for October 2024 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:01 P.M.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; and Mrs. Suttman, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Hannah Thirey, Fiscal Assistant/Notary Public; and members of the public.

**BOARD MEMBER SWEARING-IN**

Hannah Thirey, Notary Public, administered an Oath of Office to David Falkner, upon his 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".

**FRAUD REPORTING SYSTEM TRAINING**

The Board watched a video from the Auditor of State regarding fraud. Mr. Monteith stated that this video was now required to be watched by all employees of the library every four years. Any new hire will be required to view the video within thirty days of their employment. It is additionally considered to be best practice to have the Board of Trustees watch this video.

**HEARING OF THE PUBLIC**

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

## **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the September 17, 2024 Meeting Minutes. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Cline, Falkner)

## **DIRECTOR'S REPORT**

### • **FACILITIES**

- Centerville Library
  - Exterior elevation
  - Skylight replacement update
  - Operating hours during construction
- Woodbourne Library
  - Second half of front desk returned
- Legacy Administration Building
  - Signage
    - Resolution states "...that appropriate signage **be placed within the building** to recognize the above named Trustees and any other future Trustees who serve for more than 25 years."

Mrs. Herrick moved to allow the signage to be placed on the grounds instead of within the building as stated in the resolution. Mr. Falkner seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

### • **COLLECTIONS/SERVICES/PROGRAMS**

- Annual report to the community
- Exhibit – "Presidents" by cartoonish Herbert Block; on display October 21 – December 1

### • **OTHER**

- Donation from Thobaben trust
- Staff Development Day – October 16
  - Customer Service – Fran Kick
  - Ohio Fraud Reporting
  - Customer Service Task Force update
  - Intellectual Freedom – Meredith Wickham, Southeast Libraries Director
  - Changing Your Mindset About Change – Sinclair
- Friends
  - Book sale – October 24 – 26
  - Archer's takeover with Coach Cupps – October 29

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for September 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

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

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of October 2024 Expenditures

Mr. Monteith presented the check register for the period of September 18, 2024 through October 15, 2024..

Mr. Falkner moved to approve the payment of expenditures, and Mrs. Suttman 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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The motion is approved.

**NEW/OLD BUSINESS**

- a. **Sunday Closures/Centerville Hours During Construction**

Mr. Monteith stated that part of this is related to the normal procedure of closing the library the day before a Monday holiday. The remainder of this is related to the information that was discussed during Mrs. Fultz’s report regarding the reduced hours and the closure of Centerville on Sundays during the renovation project

Mrs. Herrick moved to approve the closures and reduced hours as presented. Mrs. Cline seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

The motion is approved.

### **ADJOURNMENT**

Mrs. Herrick moved to adjourn the meeting at 8:01 P.M. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**