

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

October 21, 2025

CALL TO ORDER

The regular Board of Trustees meeting for October 2025 was held at the Legacy Administration Building. Board Vice President Randy Bowling called the meeting to order at 7:15 p.m.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Absent**; Mrs. Denison, **Present**; Mr. Falkner, **Present**; Mrs. Herrick, **Absent**; Mr. Nunna, **Present**; and Mrs. Suttman, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Mrs. Robinson, Human Resources Manager and members of the public.

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mrs. Denison moved, pursuant to ORC §121.22(G)(4), to adjourn to executive session for the purpose of conducting and review negotiations with public employees concerning their compensation or other terms and conditions of their employment.

At 7:17 p.m., the board entered executive session.

Mrs. Suttman arrived at 7:19 p.m.

At 7:45 p.m., the board exited executive session.

Mr. Bowling stated that the meeting was returning to open session with no further action.

APPROVAL OF MINUTES

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

The vote was: **Yes**: 3; **No**: 0; **Abstain**: 2 (Nunna, Denison)

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for October 2025:

- **FACILITIES**
 - Centerville Library
 - Re-opening fund raising

- Woodbourne Library
 - Estimate for exterior siding repair
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Agreement with City and Entrepreneur Center for business services
 - Tonies collection
- **OTHER**
 - Executive Team retreat results
 - Patron survey – over 1300 responses
 - HR Manager recruitment
 - OLC updates
 - HB 137 regarding tax authority ability to deny public library access to the ballot
 - HB 309 regarding County Budget Commissions
 - Passed in the House, moved to Senate
 - Provides a safe harbor for voted property tax levies for the first five years of a levy's collection. However, this would not include renewal levies.
 - Authorizes CBCs to reduce property tax levies, provided they are not otherwise required to approve them without modification, to avoid unnecessary or excessive collections.
 - Defines “unnecessary collections” as those beyond the reasonably anticipated financial needs of the taxing authority for the specific purpose of the tax after accounting for current fund balances, projected expenditures, and other available funding sources.
 - Defines “excessive collections” as those in an amount or a rate that exceeds what is required to provide services at a level that is consistent with statutory obligations.
 - Friends
 - Book sale – October 23 - 25

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for September 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, September 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. Suttman seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

b. Payment of October 2025 Expenditures

Mr. Monteith presented the check register for the period of September 17, 2025 through October 21, 2025.

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>Absent</u>
Mrs. Cline	<u>Absent</u>	Mr. Nunna	<u>Yes</u>
Mrs. Denison	<u>Yes</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

a. Mr. Monteith presented the Sunday closures for 2026.

<u>Date</u>	<u>Reason</u>
April 5, 2026	Easter Sunday
May 24, 2026	Precedes Memorial Day
July 5, 2026	Follows Independence Day
September 6, 2026	Precedes Labor Day

Mrs. Suttman moved to approve the Sunday closures as outlined. Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

b. Mrs. Fultz presented the furniture bids. She noted that the bid package was sent to five firms. Business Furniture declined to bid on the furniture package, and Collective Spaces declined to bid on the furniture package but did provide a proposal for the AV shelving. It was noted that the bid could be awarded either by section or whole package, and LWC was recommending award by section. By awarding the package by section, we would end up saving a small amount of money.

Mr. Falkner moved to award the furniture bid by section:

Bid Section	Vendor	Amount
Seating	APG	\$ 323,192.90
Tables	Elements IV	281,397.00
Miscellaneous Furniture Items	Elements IV	96,447.00
Systems Furniture	Elements IV	73,836.39
AV Shelving	Collective Spaces	64,740.25
Window Seat Cushions	Accent Drapery	3,725.00
Total Furniture Package		\$ 843,338.54

Mr. Nunna seconded the motion

The roll call vote was:

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

The award of the bids is approved.

- c. Mr. Monteith presented an appropriation transfer to cover utilities for the remainder of the year. He stated that, due to higher than anticipated costs, we are needing to make a transfer to allow us to cover electric and natural gas costs for the rest of the year. We have noticed some increase in usage, and believe that part of it is related to the construction project at the Centerville Library.

The proposed transfer is:

Transfer			
Account	Description	Amount From	Amount To
101.03.55200	Land Improvements - CP	\$ 15,450.00	
101.10.53600	Electricity - Centerville		\$ 8,700.00
101.10.53610	Natural Gas - Centerville		\$ 2,000.00
101.20.53600	Electricity - Woodbourne		\$ 3,500.00
101.20.53610	Natural Gas - Woodbourne		\$ 1,250.00
Total		\$ 15,450.00	\$ 15,450.00

Mr. Nunna moved to approve the proposed transfer. Mrs. Denison seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

- d. Mrs. Fultz presented the two new operations policies. These policies are:
 - i. Library Display Policy
 - ii. Library Programming

Mr. Nunna moved to approve the policies. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

- e. Mrs. Fultz presented the operations policy revisions for the board's review and approval. She noted that the copy in the board packet have the changes noted. The policies being revised are:
 - i. Speakers at Library Programs
 - ii. Publicity and Display of Non-Library Programs
 - iii. Donation Collection for Outside Non-Profit Organizations
 - iv. Meeting & Quiet Room Use
 - v. Community Rooms and Creativity Space Use
 - vi. Deleting Patron Records
 - vii. Waiving Fines and Charges
 - viii. Rules of Conduct
 - ix. Use of Staff Copiers
 - x. Disclosing Staff Information
 - xi. Fax Service for Patrons

Mr. Nunna moved to approve the policies. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

OTHER

There was no other business to be discussed.

ADJOURNMENT

Mr. Falkner moved to adjourn the meeting at 8:30 p.m. Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

President

Fiscal Officer