

Synopsis of Board Meeting

November 17, 2020

Via WebEx

CALL TO ORDER at 7:01 p.m.

ROLL CALL VOTE: Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Fultz, Library Director; Ms. Fingers, Deputy Fiscal Officer; Ms. Robinson, HR Manager; Jill Billman-Royer, Burges and Burges; and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Ms. Billman-Royer stated she is glad to be working with the library and she and her staff appreciate the timeliness, quality and amount of information provided by the library.

STAFF PRESENTATION - Ms. Robinson reviewed the summary of health benefits for the Board's consideration:

- Health Insurance. Ms. Robinson reported that Laura Sauber, Treasurer with the Centerville City Schools, confirmed that health insurance premiums will increase by 5% with no plan changes in 2021. The Library falls under the schools so the Library's premiums will also go up 5%. Results of surveys completed by various HR consultant firms show health plan increases for 2021 range from 4.4% to 10%. Mr. Carr commented that the Library is very fortunate that we are able to be under the schools plan.

The Board unanimously approved a motion to accept the 5% increase for health insurance premiums in 2021.

- 2020 Pay Rates for Partially Benefited Non-Bargaining Unit. Ms. Robinson stated that the performance process for partially benefited non-bargaining unit employees usually starts in April with merit increases awarded in July. Due to the library closure and subsequent furlough of staff, the performance management process was delayed. Supervisors began the process in October with the recall of 16 Shelving Assistants and additional recalls in the future. There were 24 of the 38 employees who were eligible. Proposed merit increases range from 0% to 4% in 2020 which will be retroactive to the latter of July 1, 2020 or the date the employee was recalled. Ms. Robinson also stated that 1 employee has reached the maximum of her pay range and recommends a one-time lump sum payment of \$48.64. One Board member inquired about the economics of pay increases and some discussion was held.

The Board unanimously approved a motion to accept the partially benefited non-bargaining unit merit pay raises as listed and described to be retroactive to the later date of July 1, 2020 or the date the employee was recalled as well as a one-time payment of \$48.64 for one employee who has reached the maximum pay range.

- 2021 Shelving Assistants Pay Range and Wages Recommendation. Ms. Robinson reported that Ohio's minimum wage will increase to \$8.80 per hour effective January 1, 2021. The current minimum starting wage for Shelving Assistants is \$8.70 per

hour. The Federal Minimum wage is still \$7.25 per hour. Ms. Robinson recommended:

- SA pay range increase of 1.15% to the minimum, which is less than last year's increase of 2.3%, and an increase to the maximum of 3%. The new range would be \$8.80 minimum and \$12.66 maximum per hour.
The Board unanimously approved a motion to accept the minimum wage adjustment for Shelving Assistants to reach the minimum and maximum as described for 2021.

Ms. Robinson also stated that 2 SAs hired in Feb. of 2020 & 1 SA performing at a lower level are at the current minimum wage of \$8.7/hr who will have their pay increased on 1/1/2021 to the new minimum of \$8.80/hr. These 2 hired in Feb. are in provisional status & will be eligible for merit increases. When this occurs, their hourly wage would be higher than the 2 SAs who were hired back in 2019. Ms. Robinson is recommending to adjust the minimum wage for 2 SAs hired in 2020 & 1 SA who will be below new minimum in 2021 and to address pay compression for 2 SAs hired in 2019 to ensure they are not lagging behind newly hired SAs.

The Board unanimously approved a motion to accept the compression pay increase as described.

- Personnel Policy Revisions. Ms. Robinson stated there are two revisions to existing policies as a result of the SCOTUS decision in June that Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of sexual orientation and transgendered status. They are:
 - Equal Opportunity Employment- updated protected categories mentioned above.
 - Sexual Harassment. This policy does not cover other types of discrimination. Remove & replace with Discrimination & Harassment in the paperwork given to the Board earlier.

One Board member asked hypothetically to Ms. Robinson and other Board Members about discrimination at a workplace in which some discussion was held.

The Board unanimously approved a motion to approve the Personnel Policy Manual changes to the Equal Opportunity Employment policy and to replace the Sexual Harassment policy to the Discrimination and Harassment policy

DIRECTOR'S REPORT

Ms. Fultz reported on the following:

- Facilities.
 - Centerville Library
 - Parking lot project – last remaining items are the benches and trash can, LWC will be pulling those out of the contract with OE which will save us around \$6,000
 - North property line was weeded and mulched
 - Woodbourne Library
 - One lane aisle was made to be one-way going out

- Personnel.
 - Two resignations – one Substitute and one Shelving Assistant resigned rather than being recalled
 - Five promotions – Coleen Pitzer and Michelle Schoen in Youth Services, and Greg Doroh, Anya Carey and Tammy Simpson in Public Services – these were replacements for people who have recently left and necessary for Fridays/Saturdays at Centerville
 - Only 7 Shelving Assistants not recalled at this point – mainly students and those who are only available for evenings
 - O.W.L. Academy – Opportunity to Work & Lead -in-house training with managers, group of 5 staff will have sessions throughout 2021

- Collections/Services/Programs.
 - Good Life Award – 728 entries this year from 26 schools; the 3rd highest number in GLA history
 - Mobile App – looking to subscribe to a mobile app that would improve curbside service, allow patrons to checkout materials with their phone, and integrates with the program calendar software Working on a joint fitness challenge with Parks and Rec Center for January

- Other.
 - Reopening –
 - Friday and Saturday hours at Centerville started November 13 and 14 with 364 visitors on Friday and 282 visitors on Saturday (compared with 340 and 313 respectively at Woodbourne)
 - Mask mandate changed so that they are now required and we are expected to enforce, signage changed and social media posts went out
 - CARES Act grant – new containers purchased for interior returns at Woodbourne, returned recycling cans to the City; partitions purchased to divide staff areas to replace plastic sheets ; water bottle refill stations to be installed starting 12/1. Ordered refrigerators with in the door water & ice so staff do not have to touch.
 - ❖ Continuity Plan -
 - PHDMC expected to issue a stay-at-home advisory tomorrow; will be monitoring what that means
 - Discussions held with Direct Reports about at what point we would need to revert to contactless services and/or close the buildings due to staffing issues
 - Three staff in quarantine last week; one tested positive this week
 - Emergency Closing policy – reviewing policy for revisions
 - Bureau of Worker’s Compensation refund of \$6,396 was received
 - Patron donation of \$100 was the second time this year this couple made a donation and said they received great service from the help desk.

Congratulatory emails sent to new State Representatives and Senator – Andrea White (replacing Jim Butler), Tom Young (replacing Niraj Antani) and Niraj Antani (replacing

Peggy Lehner) – received a nice reply back from Andrea White stating she is an avid library user.

CONSENT AGENDA - Resolution No. 020-019 – Consent Agenda. Mrs. Fingers stated that the PLF is higher than expected and another August settlement from the levy was received in Nov.

The Board adopted Resolution No. 020-019, a consent agenda approving the following action items:

- Approval of October 20, 2020 Regular Board Meeting Minutes
- October Financial Statement, Notes to the October Financial Statement and Investment Report
- Payment of November Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain on payments to Centerville Landscaping, Garber Electric, Rieck Services, and the New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

Ms. Fingers stated that the remaining \$4599.53 will be moved from other accounts that will not be used and transferred to the building & site repairs for other COVID improvements like more permanent plexi-glass and partitions in office spaces.

- Transfer Amounts within the Special Revenue CARES Grant to different accounts

Transfer from:

\$3,271.58	202.00.52110	Supplies
\$ 248.65	202.00.55510	Hardware
<u>\$1,079.30</u>	202.00.55520	Software
\$4,599.53		

Transfer to:

\$4,599.53	202.00.53310	Building & Site Repairs
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The Board unanimously approved a motion to transfer the above amounts to the above accounts.

OTHER

Discussion was held on the Mobile App.

Mr. Carr stated that though the Board cannot advocate one way or the other on the levy vote they can volunteer to help. He spoke with Ms. Marilouise Beeman who will heading the levy committee and she has Kim Senft-Paras, Cynthi Fraley and Liz Fultz as volunteers.

Mr. Carr also stated the Library staff have done a tremendous job on keeping people informed.

Ms. Billman-Royer stated she will give report at the next Board meeting.

Mr. Hanseman moved for adjournment at 8:04 P.M.