

REGULAR NOVEMBER MEETING
November 16, 2021

The regular November meeting of the Board of Library Trustees of the Washington-Centerville Public Library was held at the Centerville Library. The meeting was called to order at 7:01 P.M. The roll call vote was as follows: Mr. Bowling, Absent; Mr. Carr, Absent; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Ms. Fingers, Deputy Fiscal Officer; Margaret Robinson, Human Resources Manager; and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Executive Session: - Mr. Nunna moved, Mrs. Herrick seconded and the Board retired into executive session at 7:02 P.M. to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee(s).

The roll call vote resulted as follows: Mr. Bowling, Absent; Mr. Carr, Absent; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

The President returned the meeting to open session at 7:50 P.M.

Mr. Hanseman moved, Mrs. Herrick seconded a motion to approve the Board's Health Savings Account contribution for Fiscal Officer John Monteith beginning on December 1, 2021. The vote was unanimous approving the contribution beginning December 1, 2021.

Mr. Hanseman moved, Mrs. Herrick seconded a motion to approve the payment of a \$10,000 bonus to Deputy Fiscal Officer Maggie Fingers as a thank you for extending her resignation date multiple times and staying on to train the new Fiscal Officer prior to leaving. The vote was unanimous approving the bonus to Ms. Fingers.

STAFF PRESENTATION – Margaret Robinson reviewed the summary of health benefits for the Board's consideration:

- Health Insurance: Ms. Robinson reported that the Centerville City Schools confirmed a 2% increase in health care premiums with no plan changes. Based on current enrollment, the annual cost of coverage per employee will increase by \$253 (without cost sharing) in 2022. The library's estimated health care cost in 2021 accounts for approximately 7% of the 2021 Estimated Operating Budget.
- Dental Insurance: Delta Dental was up for renewal for 2022. McGohan Brabender confirmed a 4.73% increase in premiums beginning in 2022, with a 2 year lock through December 31, 2023.

Mrs. Herrick moved, Mr. Nunna seconded and the Board approved a motion to accept the 2% increase for health insurance premiums and the 4.73% increase in dental insurance premiums in 2022. All in Favor, Unanimous.

- 2022 Shelving Assistants Pay Range and Wages Recommendation. Ms. Robinson reported that due to increases in the minimum wage for 2022, four of the new hires who are currently in their provisionary period with the library could, based on potential merit increases from a successful raring, see their hourly wages be higher than twelve shelveers hired two to three years earlier. As a result, it is recommended that pay compression also be addressed at this time. It is the recommendation that, in addition to adjusting minimum wage for those affected employees, the pay compression for the twelve employees hired before 2021 be addressed. This will represent a 3.09% increase in the 2021 Annual Wages for Shelving Assistants. Mrs. Denison moved, Mrs. Herrick seconded and the Board approved a motion to accept the compression pay increase as described. All in Favor, Unanimous.
- Margaret Robinson also recommended the elimination of the Flu Vaccine Reimbursement policy. Under the Affordable Care Act (ACA), all individuals must have healthcare coverage, and the flu shot is a covered benefit (100%). There have not been any employees request reimbursement since prior to 2015. Mrs. Herrick moved, Mr. Nunna seconded and the Board approved a motion to eliminate Flu Vaccination Reimbursement policy. All in favor, Unanimous

DIRECTOR'S REPORT - Ms. Fultz reported on the following:

▪ **FACILITIES**

- ❖ Centerville Library
 - Siding repairs are completed
 - Children room windows need more repair than they anticipated
 - Tri-Tech is evaluating the HVAC system
- ❖ Woodbourne Library
 - Working on estimate for butterfly garden in the Children's Garden area
- ❖ Mandel
 - Extension to due diligence expires 11/18

▪ **PERSONNEL**

- ❖ Two resignations –
 - Public Services Team Leader – resigned after two months
 - Youth Services Team Leader – resigned before returning from maternity leave; this will make three open position in Youth Services by the end of the month
- ❖ Two new Public Services Assistants started 11/15 – one full-time and one part-time at 30 hours/week
- ❖ Recruitment underway for the Community Relations & Development Manager

- ❖ Hybrid work-from-home pilot planned for Systems staff to begin in January - within existing telecommuting policy; will last for 6 months and then re-evaluate
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Makerspace MOU is with the Township
 - ❖ Exhibit on display at Woodbourne through December 3 – Immigration: An American Story, provided by the Gilder Lehrman Institute of American History
 - ❖ COVID test distribution is slowing slightly; State will change type of tests provided to non-proctored, “peace of mind” tests sometime in November
- **OTHER**
 - ❖ Friends A/V sale – raised over \$2,600, and all of the inventory was nearly cleared out
 - ❖ Donation to the Friends – the Committee for Doll, Roer, and Sparks has indicated that they will make a donation to Friends from their unused campaign funds

CONSENT AGENDA – Resolution No. 021-019 – Consent Agenda. Mr. Monteith

Mrs. Herrick moved, Mr. Nunna seconded and the Board adopted Resolution No. 020-019, a consent agenda approving the following action items:

- Approval of October 19, 2021 Regular Board Meeting Minutes, October 20, 2021 Special 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, Absent; Mr. Carr, Absent; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Discussion of New Trustee – Ms. Fultz stated that Trustee Richard Carr had submitted a letter with his intent to resign his position as Trustee by January 31, 2022 or when his successor was named and approved by the Centerville City School Board of Education.

During discussion on this matter, it was noted that the advertisement for this position would be done through a legal advertisement running in the Dayton Daily News twice, with one running as soon as possible and then again two weeks later and will be run on their website.

Resumes and cover letters will be due by January 5, 2022 and interviews of the prospective candidates will occur shortly thereafter.

- Resolution 021-020 Advance Request of 2022 Tax Dollars Collected (Resolution is appended to these minutes)

Mrs. Herrick moved, Mr. Nunna seconded and the Board approved a motion to accept advance request of 2022 tax dollars

The roll call vote resulted as follows: Mr. Bowling, Absent; Mr. Carr, Absent; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes

OTHER

Mr. Nunna moved for adjournment at 8:26 P.M.

President

Secretary