

# WASHINGTON-CENTERVILLE PUBLIC LIBRARY

## BOARD MEETING MINUTES

November 10, 2022

### CALL TO ORDER

The regular Board of Trustees meeting for November 2022 was held at the Woodbourne Library. Board President Liz Cline called the meeting to order at 7:02 P.M.

### ROLL CALL

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; Mrs. Suttman, **Absent**; and Mr. Talda, **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 was no hearing of the public

### HUMAN RESOURCES PRESENTATION

Mrs. Robinson presented regarding the 2023 Benefits Acknowledgment, Minimum Wage increases for Shelving Assistants, Pay Compression and Personnel Policy revisions.

#### 2023 Benefits Acknowledgment

Mrs. Robinson noted that Centerville City Schools confirmed a 6.5% increase in health care premiums for 2023 with no plan changes. She additionally noted that premiums for dental will remain the same as 2022 due to the two year price lock.

Mr. Bowling moved to approve the increase of 6.5% for Anthem health insurance as presented. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved

#### Minimum Wage Increases

Mrs. Robinson discussed the upcoming minimum wage increases for Shelving Assistants. She further discussed that, if no changes are made to the pay range, there are two employees that will reach the range maximum during 2023. She recommended that the board increase the range

minimum to the new minimum wage amount, and increase the range maximum by 3% to take into consideration the employees near the range maximum.

Mr. Bowling moved to increase the range minimum to the new minimum wage amount, and increase the range maximum by 3% to take into consideration the employees near the range maximum. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved

#### Pay Compression for Shelving Assistants

Mrs. Robinson discussed the options of adjusting the employees in Materials Handling to either the new minimum wage or addressing the pay compression by adjusting the employee wages based on where they are currently to the midpoint of the range.

Mr. Bowling moved to adjust one employee to the new minimum wage and to address the pay compression for eight other employees. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved

#### Policy Revision

Mrs. Robinson stated that the current policy recognizes prior public employment in Ohio per ORC §9.44 in calculating vacation leave for newly hired employees if they the service ‘that was performed would have earned the employee vacation leave credit under WCPL policy.’ Recently WCPL has hired employees who worked only 20 hours per week, were eligible for benefits and earned vacation leave from previous library performing similar duties. With policy as is, these new employees will not receive vacation leave credit due to lack of additional 0.5 hours per week. It is recommended that the Prior Public Service policy be adjusted to recognize leave earned for new hires that worked a schedule of at least 20 hours in prior public employment.

Mrs. Herrick moved to approve the policy revisions as written. Mrs. Dension seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved

#### **EXECUTIVE COMMITTEE**

Mrs. Herrick moved for the Board to adjourn to Executive Session for the purposes of:

- Preparing for, conducting or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.
- Discussing the employment, dismissal or discipline of a public employee

Mr. Bowling seconded the motion.

The roll call vote was as follows: Mr. Bowling, **Yes**; Mrs. Cline, **Yes**; Mrs. Denison, **Yes**; Mrs. Herrick, **Yes**; Mr. Nunna, **Absent**; Mrs. Suttman, **Absent**; and Mr. Talda, **Absent**.

The Board entered into Executive Session at 7:15 p.m.

At 7:33 p.m., the Board President returned the meeting to open session.

### **RECOMMENDATION TO RE-HIRE FISCAL OFFICER**

Mr. Bowling moved to re-hire John Monteith as Fiscal Officer for another year with a 4.5% raise, effective November 8, 2022. The Board also will move the re-hire date and reappointment to being on a calendar year. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved.

### **BARGAINING UNIT CONTRACT EXTENSION**

Mrs. Denison moved that the Board agrees to extend the agreement between the Washington-Centerville Public Library Board of Trustees and the Washington-Centerville Public Library Staff Association through December 13, 2022. Mr. Bowling seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved.

### **APPROVAL OF MINUTES**

Mrs. Herrick moved to approve the October 18, 2022 Meeting Minutes and Mr. Bowling seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

Motion is approved

### **DIRECTOR'S REPORT**

#### ▪ **FACILITIES**

- ❖ Centerville
  - HVAC project - terms and conditions reviewed and revised by legal counsel, and returned to Tri-Tech
  - Repairs are being made to the boilers
- ❖ Woodbourne

➤ Trees are being treated to counter poor soil conditions

▪ **PERSONNEL**

❖ Currently recruiting for Adult Services Liaisons and Community Relations Specialist

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- ❖ Meeting with patrons over children’s books
- ❖ Music CDs will no longer be purchased
- ❖ Over 1,500 people visited Centerville Library on election day with being a polling location
- ❖ Upcoming programs and exhibits
  - Veterans exhibit at Centerville Library 11/11 – 11/13
  - Kids and Teen Library BINGO in December

▪ **OTHER**

- ❖ Joint Entities Meetings resume in 2023 – first meeting January 30 at CHS
- ❖ Friends
  - Raised over \$6,500 at the book sale
  - About 115 participants at the Race to the Holidays
  - 2023 grant requests will be presented at December 7 meeting

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for October 2022, including the financial statements (Cash Position, Revenue Summary and Expense Summary), 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 Mr. Bowling seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

- b. Payment of November Expenditures

Mrs. Herrick moved to approve the payment of November expenditures, and Mrs. Denison seconded the motion.

The roll call vote was as follows:

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

**NEW/OLD BUSINESS**

**a. Trustee Appointment**

Mrs. Herrick moved to recommend to the Centerville City School District Board of Education the reappointment of Trustee Barbara Denison to a term commencing on January 1, 2023 and ending on December 31, 2029. Mr. Bowling seconded the motion.

The vote was **Yes**: 3; **No**: 0; **Abstain**: 1 (Denison)

**b. Committee Appointment**

Mrs. Cline stated that the Nominating Committee will consist of Mrs. Cline, Mrs. Herrick and Mrs. Suttman

**c. Resolution No. 022-023: 2022 Supplemental Appropriation**

Mrs. Herrick moved, and Mr. Bowling seconded the motion to make a supplemental appropriation in the Building Fund in the amount of \$53,000.

The roll call vote was as follows:

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

Resolution is approved (see resolution attached to these minutes)

**d. Appropriation Transfer**

Mr. Monteith discussed that an appropriation transfer was necessary to allow the library to pay for a deposit related to the “Wall That Heals” exhibit that we are working to bring to the area next year. The Centerville-Washington Foundation has awarded us a grant in the amount of \$10,000 to help off-set the costs related to the event. However, in order to pay the deposit, we need to have the money appropriated. In order to make this payment, we are asking the Board to approve the following transfer of appropriations:

<u>Account Code</u>	<u>Description</u>	<u>Increase/(Decrease)</u>
101.18.51610	Health & Dental - Admin	(\$5,500)
101.10.53720	Speakers/Program Stipends - Outreach & Public Services	\$5,500

Mr. Bowling moved to approve the appropriation transfer, Mrs. Herrick seconded the motion. The vote was: The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

e. **Resolution No. 022-024: 2023 Property Tax Advance Resolution**

Mr. Monteith stated that this resolution is required to be approved by the Board of Trustees annually. This allows us to collect property tax receipts as they are collected by the County Auditor. Without this resolution, we would need to wait on the final property tax settlement to collect any of these funds.

Mrs. Herrick moved and Mrs. Denison seconded the adoption of the 2023 Property Tax Advance resolution.

The roll call vote was as follows:

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

Resolution is approved (see resolution attached to these minutes)

**ADJOURNMENT**

Mr. Bowling moved to adjourn the meeting at 8:14 PM

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**President**

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**Secretary**