

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

November 19, 2024

CALL TO ORDER

The regular Board of Trustees meeting for November 2024 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:00 P.M.

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

HEARING OF THE PUBLIC

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

HUMAN RESOURCES PRESENTATION

Mrs. Robinson presented the premium increases to medical and dental insurance for the 2025 calendar year. She stated that Centerville City Schools have confirmed that there will be a 2% increase in medical premiums for 2025. Delta Dental premiums are increasing by a total of 12.76%, in part due to loss ratio and plan utilization, and also due to the decision by the schools to increase the plan maximum from \$1,500 to \$3,000.

Mrs. Robinson also presented regarding the changes due to the increase in the Ohio Minimum Wage rate. Effective January 1, 2025, the minimum wage will increase to \$10.70. She recommended that the board increase the range minimum for shelving assistants by 2.4%, and the range maximum by 4%. She also recommended that the wages for those shelving assistants below the new minimum wage be adjusted to the new minimum wage.

Mrs. Herrick moved to approve the premium increases to medical and dental insurance, and to approve the compensation changes due to the change in the Ohio Minimum Wage. Mrs. Cline seconded the motion.

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

Mrs. Robinson then presented regarding changes to the following personnel manual policies:

- Working Conditions:
 - Ohio Fraud Reporting System
 - Personal Appearance/Public Manners

- Staff Events & Travel Time
- Sunday Hours
- Benefits – Work/Life Balance:
 - Compensatory Time Off
 - Conference Attendance by Staff
 - Prior Service
 - Tuition Reimbursement
 - Vacation
- Other:
 - Termination of Employment

She presented a general summary of each of the policies to be amended. There was discussion regarding the Personal Appearance/Public Manners policy. The board had a few amendments to this policy. After working through the changes, the board was happy with the policies as amended.

Mrs. Herrick moved to approve the policies as amended during the meeting. Mr. Nunna seconded the motion.

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

APPROVAL OF MINUTES

Mr. Falkner moved for the approval of the October 15, 2024 Meeting Minutes. Mrs. Cline seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 1 (Nunna)

DIRECTOR’S REPORT

Mrs. Fultz stated that she got busy with some other issues and did not have a formal report for the meeting. Mrs. Herrick asked about the item in the Director’s Activities regarding the request for security camera footage. Mrs. Fultz explained that this was related to an accident that had occurred on Spring Valley and that we did not have a camera that would have provided any view of it.

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

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for October 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.

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

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

The motion is approved.

b. Payment of November 2024 Expenditures

Mr. Monteith presented the check register for the period of October 16, 2024 through November 20, 2024.

Mr. Nunna moved to approve the payment of expenditures, and Mr. Falkner seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</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. **Policy Revisions**

The following policies were presented for revisions:

- Use Business Information Services
- Donations and Gifts
- Internet Access and Use
- Library Card Eligibility

The policies were provided in the packet with the changes noted. Mrs. Herrick moved to approve the policy revisions as presented. Mr. Nunna seconded the motion.

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

The motion is approved.

b. Recommendation to School Board for the reappointment of David Falkner to the Library Board of Trustees for the term of January 1, 2025 to December 31, 2031

Mr. Nunna moved to approve the recommendation of David Falkner to the Centerville City School District Board of Education for reappointment to the Library Board of Trustees. Mrs. Cline seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 1 (Falkner)

c. Resolution No. 024-009: Advance Request of 2024 Tax Dollars Assessed and Collected on Behalf of the Washington-Centerville Public Library

This resolution is required by Ohio Law and allows the library to receive advances of tax dollars that have been assessed and collected prior to the final settlements that usually occur in March and September.

Mrs. Herrick moved to approve the resolution for the advance request of tax dollars. Mrs. Cline seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mrs. Herrick	<u>Yes</u>
Mrs. Cline	<u>Yes</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

d. Bidding Document Preparation and Review

The information regarding the preparation and review of documents for the bidding of the renovation project was provided to the board. Mrs. Fultz stated that the attorney we had been working with had told us that her firm would prepare these documents for us for the cost of \$7,000. LWC had informed us that they could prepare the documents, and that they were licensed to do so. We had also looked into the attorneys that we had worked with on the Woodbourne project. The board was not ready to make a decision, and wished to have some additional information regarding the cost of other attorneys.

Mr. Falkner moved to table a decision regarding the preparation and review of bidding documents until next month. Mr. Nunna seconded the motion.

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

The business is tabled until next month.

e. Appropriation Transfer

Mr. Monteith presented the appropriation transfer as outlined in the board packet. Mr. Nunna moved to approve the transfer, Mrs. Suttman seconded the motion.

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

f. Scheduling of Nominating Committee meeting

The Nominating Committee chose to schedule their meeting to discuss the 2025 Officer Slate for December 17, 2024. They will meet immediately before the Executive Committee meeting.

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:10 P.M. Mrs. Herrick seconded the motion.

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

The motion to adjourn is approved.

President

Fiscal Officer