

Synopsis of Board Meeting

December 18, 2018

Centerville Library

CALL TO ORDER at 5:30 p.m.

ROLL CALL – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Senft-Paras, Library Director; Ms. Fultz, Assistant Director; Ms. Uttermohlen, Deputy Fiscal Officer; Maggie Fingers, HR/Fiscal Assistant; John Fabelo, Kevin McCurdy and Bear Monita of LWC Inc. and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Long-Range Facilities Planning Committee – Update on the Woodbourne Library Project. Mr. Fabelo and Mr. McCurdy updated the Board on the following:

- Update on the Woodbourne Library Roof. Mr. McCurdy distributed a handout of sections of the Woodbourne Library divided by the sections of the roof that identify which sections are under warranty. The section of the roof where leaks have been occurring are at the joints where an older and new roof meet on the north side of the building. The roofing contractor who replaced the roof over the oldest section of the building came out to look at the section leaking. In their opinion, the roof membrane is in good shape and may last another 2-5 years. The cause of the leaks could be the subcontractors walking on the roof during the construction project.

Before construction began on the addition and renovation of the building, it was determined that the section in between the two roofs under warranty had about 25% of its life left so a decision was made to hold off on the roof replacement.

Mr. McCurdy asked the Board to consider whether to wait 2-5 years to replace the roof or do it when the weather is conducive to replace the roof. Two roofing companies submitted rough estimates of between \$150,000-\$200,000 to replace the roof. Some interior damage has occurred and those areas of the roof have been patched. Mr. Carr stated he would abstain from any discussion about the roof because his law firm has clients in the roofing industry that are involved in the repairs.

Mrs. Herrick asked if the roof could be replaced during the winter season. Mr. McCurdy said there is a low-temperature glue that could be used, but the bigger concern is rain. Mr. Bowling recommends getting the repairs done now and discuss the roof replacement at another meeting. Ms. Uttermohlen reminded the Board that the roof replacement would have to follow the public bidding process. The Board asked that this be added to the January 15, 2019 board meeting agenda.

- Exterior Metal Panels. The exterior metal panels on the south side of the building are shrinking which is causing the panels to wrinkle and bulge. The panels have a plastic core with metal adhered to the surface. The manufacturer has been out to inspect the panels and thinks there could be an installation problem with the failing panels. The manufacturer is sending new panels in the spring, and the general contractor will install them at no cost. The manufacturer will include more detailed installation instructions.

- Review Punch List Items. Mr. McCurdy said completion dates are assigned to about 90% of the punch list items. Many are to be resolved before the holidays.

Finance Committee:

- Resolution No. 018-016 – 2019 Annual Appropriation. Mr. Bowling reported that the Finance Committee of the Library Board and the Financial Advisory Committee met on December 11, 2018 to review the 2019 annual appropriation. He asked Ms. Fingers to review the annual appropriations. Ms. Fingers reported on the following:
 - The 2019 annual appropriations are about \$700,000 higher than the approved 2019 budget mainly because of the costs for the Woodbourne Library roof replacement and more money was included for the Centerville Library parking lot replacement.
 - The 2019 projected income for the General Fund is similar to the 2019 estimated income.
 - An interfund transfer of \$100,000 from the General Fund to the Permanent Improvement Fund-ILS is included because the ILS Fund will be depleted with next year's appropriation.
 - There is money in both the General Fund and the Building Fund for the Centerville Library parking lot replacement to give the Board some flexibility on which Fund to use for the project.
 - Ms. Fingers reviewed each major expense category, noting that the library materials appropriation is 18.5% of the projected operating expenses.

The Board adopted Resolution No. 018-016 – 2019 Annual Appropriation. The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes but abstain from any discussion / decision about the Woodbourne Library roof; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

Foundation Committee:

- Mrs. Denison referred to a handout in the board meeting packet with a sample of the donor wall for Woodbourne Library. The names on the donor wall at Centerville Library will be included with the names from the Woodbourne Library gala sponsorships. Ms. Senft-Paras reported that the Friends of WCPL are considering a grant to offset the cost of the donor wall. Ms. Fultz had samples of the glass tiles for the donor wall and a design of the wall was included in the meeting packet. The names on the glass panels will be in vinyl letters. The Board suggested getting the names etched in glass because the vinyl may peel off over time. There are currently about 93 donor names with room for another 30 names. From this point forward, anyone donating at least \$500 will be included on the wall, the same amount as the minimum sponsorship for the Gala. Ms. Senft-Paras and Ms. Fultz will research alternate ways to put names on the class including etching and report to the Board at the January meeting.
- Ms. Senft-Paras and Ms. Fultz distributed a picture of the children's interactive for Woodbourne Library designed by The Burgeon Group. The estimated cost for the interactive is \$25,966.70. The sponsorships from the Woodbourne Library Gala will pay for the interactive. The Board unanimously approved a motion to purchase the children's interactive using funds from the Foundation Committee checking account.

Nominating Committee. Mrs. Herrick reported the Nominating Committee met before this board meeting and make the following recommendation for the 2019 Library Board officers:

- President – Ram Nunna

- Vice-President – Elizabeth Cline
- Fiscal Officer – Randell Bowling

The Board unanimously approved a motion to appoint the 2019 Library Board officers as recommended. Mr. Carr thanked Mrs. Herrick for serving as the Board President for the last two years.

DIRECTOR’S REPORT - Ms. Senft-Paras reported on the following:

- Facilities.
 - The West Spring Valley Road resurfacing project was completed in the first part of November. The Library’s cost for the resurfacing of the entrance to the Centerville Library parking lot from Spring Valley Road is \$1,849.33.
 - Gary Berry, Facilities Manager, is collecting estimates for the Centerville Library parking lot work to include new curbing and light replacements.

- Personnel:
 - The current staff count is 115: 55 fully benefited and 60 partially benefited staff.
 - There are two applicants scheduled for their second interview for Adult Services Specialists positions and three second interviews for the Public Services Team Liaison position in the next few days. Over 140 applications have been received for the Public Services Team Liaison position in one month from an ad posted on Indeed.

- Collections / Programs / Services:
 - Long-time staff and adult programming staff member, Sue Shay, retired in November. We used this as an opportunity to retool how we plan and manage our program development and scheduling. Our recently developed maker programs are currently the most well attended. Beginning in 2019, we are adding a Wednesday afternoon knitting group at Woodbourne, hosting Fix-It Clinics quarterly, introducing Another Round book group at Panera in the heart of Centerville, and continuing our popular Memory Café series for seniors.
 - Library Journal recently announced Washington-Centerville Public Library as the only library in the Dayton region, and one of only 85 public libraries nationwide, to be recognized as a 5-Star Library in their Index of Public Library Service.

- Other:
 - The Friends of WCPL donated \$24,621 for our fall grant request.
 - Ms. Senft-Paras has been reappointed to the Ohio Library Council Government Relations Legislative Network Committee for 2019.

CONSENT AGENDA – Resolution No. 018-017 – Consent Agenda. The Board adopted Resolution No. 018-017, a consent agenda approving the following action items:

- Approval of November 13, 2018 Regular Board Meeting Minutes
- November Financial Statement, Notes to the November Financial Statement and Investment Report
- Payment of December Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes but abstain from the November 13th regular board meeting minutes; Mr. Carr, Yes, but abstain from payments to Buck Run, Centerville Landscaping, Korrekt Plumbing, LWC Inc., New York Times; Mrs. Cline, Yes but abstain from the November 13th

regular board meeting minutes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes but abstain from the November 13th regular board meeting minutes.

NEW / OLD BUSINESS

- Executive Session. The Board retired into executive session at 6:35 P.M. to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

The President returned the meeting to open session at 6:36 P.M.

- Flooring Replacement in the Centerville Library Community Room. Ms. Senft-Paras reports that the flooring in the Centerville Library Community Room needs to be replaced. Money was not included in the 2019 annual appropriation for this expenditure so she is presenting it to the Board for approval. The Board unanimously approved a motion to allocate u to \$15,000 for the flooring replacement as quoted by Innovative Flooring subject to the Director working with the contractor on the final cost.
- Report on the Montgomery County Auditor's Annual Update. Ms. Senft-Paras and Ms. Uttermohlen attended the Montgomery County Auditor's annual update meeting at Sinclair College on December 13. Ms. Uttermohlen reviewed some of the slides from the presentation that talked about the increased property values and process to place a levy on the ballot.
- Resolution No. 018-018 Advance Request of 2019 Tax Dollars Collected. The Board adopted Resolution No. 018-018 – Advance Request of 2019 Tax Dollars Collected. The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.
- Approval of 2019 Board Calendar. The Board unanimously approved the 2019 board calendar included in the meeting packet.

OTHER

Mr. Carr moved for adjournment at 6:47 P.M.

C. Uttermohlen