

Synopsis of Board Meeting

December 15, 2020

Via WebEx

CALL TO ORDER at 5:30 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; Jill Billman-Royer, Caroline Rado from Burges & Burges and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Burges & Burges Presentation. Ms. Billman-Royer provided a power point presentation on the Communication Audit and Media Scan that Burges & Burges conducted on the Washington-Centerville Public Library (WCPL). Ms. Billman Royer stated that the WCPL communications are exemplary and identified strengths and areas for improvement. She emphasized that the WCPL website appeals to all ages with quality text and visual content; WCPL's eCommunications are convenient and consistent; and programming via video and YouTube creatively informs, engages and entertains. Discussion was held on other forms of communication, what the library should utilize in the future and what should be included in our messages.

Ms. Billman-Royer stated that a community survey will be helpful to understand what the community wants from WCPL and will help to inform content of communications. Burges & Burges will conduct the search for a survey company and will work with the Director to select.

The Board would like to review the survey questions before hand.

Finance Committee:

- Resolution No. 020-020 – 2021 Annual Appropriation. Ms. Fingers reported that the Finance Committee of the Library Board and the Financial Advisory Committee met virtually on December 8, 2020 to review the 2021 annual appropriation. The committees recommended that the Board approve the 2021 appropriations as presented.

Income

PLF – Montgomery provided an estimated PLF amount for WCPL for 2021 that is about 13% lower than our PLF received for 2020. The final estimate for WCPL for 2021 is not out from Montgomery County as of this meeting date but projections are looking higher than originally forecasted in June.

Operating Levy-Montgomery County also provides WCPL with an estimated levy amount for 2021 at a collection rate of 95%. This number is based on 2019 dollars. We will see a more accurate dollar amount in January but the county has seen a 97% collection rate for 2020.

Expenses

The 2021 appropriations are about 12% lower than last year's appropriations.

The 2021 appropriations are about 5% higher than the 2021 budget approved in June which was developed when the state anticipated a larger reduction in revenue.

The Board adopted Resolution No. 20-20, the 2021 Annual Appropriation as recommended by the Finance Committee/Financial Advisory Committee. 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.

Nominating Committee:

- Recommendation for 2021 Board Officers. Mrs. Herrick reported the Nominating Committee met virtually on December 9, 2020 and made the following recommendation for the 2021 Library Board officers:
 - President – Elizabeth Cline
 - Vice-President – Barbara Denison
 - Fiscal Officer – Randell Bowling

The Board unanimously approved the Nominating Committee's recommendation for the above members as the 2021 Board Officers.

Trustee Interview Committee: Mrs. Cline mentioned that:

- Approval of Ram Nunna by the Centerville School Board for another 7 year term effective 1/1/2021.
Oath of office will be administered in January.

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

Facilities:

- CARES grant
 - ❖ Centerville Library
 - Partitions added to staff areas – break room and offices-originally had plastic sheets as dividers.
 - ❖ Woodbourne Library
 - Partitions added to public Information Stations
 - ❖ Both
 - New refrigerators for staff rooms with touchless water and ice
 - Water bottle refill stations for patrons installed

Personnel:

- ❖ Bargaining unit contract is completed – working on signatures
- ❖ O.W.L. Academy – 8 applications received for 5 spots
- Collections/Programs/Services:
 - ❖ Mobile App – currently being implemented; it will improve curbside service, allow patrons to checkout materials with their phone, and integrates with the program calendar software
 - ❖ CommUNITY Wellness Challenge with Park District and Rec Center in January-Has wellness activities involving all the entities.
- Other:
 - ❖ Reopening –
 - Slight decrease in building traffic this past week with public health's emphasis on staying home
 - Centerville Nov daily avg – 432
 - Centerville daily avg last week – 336
 - Woodbourne Nov daily avg – 316

- Woodbourne daily avg last week – 255
- Many Ohio libraries only offering curbside services currently and are not open to the public.
- ❖ Continuity Plan
 - Emergency Closing policy revisions
- ❖ Bureau of Worker's Compensation dividend of \$23,675
- ❖ Friends approved \$19,050 in grant requests for 2021 – check will be issued in January for things such as a scanning station at WB, programming materials and SRC prizes.
- ❖ Two large patron donations this month - \$500 that seemed to be initiated from one of the TAB members and \$1,000 from a Miamisburg resident
- ❖ Former Board member, Doris Ponitz passed away

CONSENT AGENDA – Resolution No. 020-021 – Consent Agenda. Ms. Fingers stated there is a change to the December expenses. There were two adjustments 1) to Paypal a reduction of \$19.9 & 2) to Sherwin Williams at a reduction of \$25.52. Ms. Fingers also noted that the December PLF is .41% higher than the July estimates according to the Office of Budget Mgt.

The Board adopted Resolution No. 020-021, a consent agenda approving the following action items:

- Approval of November 17, 2020 Regular Board Meeting Minutes as corrected
- 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; Mr. Carr, Yes, but abstain from payments to Centerville Landscaping, Creative Impressions, Rieck Services, The New York Times and Outdoor Enterprises; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

Report on the Montgomery County Auditor's Annual Update. Ms. Fultz and Ms. Fingers attended the virtual Montgomery County Auditor's annual update meeting on December 10. Ms. Fingers stated that Montgomery County reported they had a 97% collection rate which is 2% higher than originally determined in the summer. The county revaluation was also discussed. The % increase re-valuation of residential property went through some debate between Montgomery County and the state. The final increase settled on was 15.5% & commercial was an 8% increase. These increases will go into effect 2021. Montgomery County will send us their final levy estimate in January.

Resolution No. 020-022 Advance Request of 2020 Tax Dollars Collected in 2021

The Board adopted Resolution No. 020-022, Advance Request of 2020 Tax Dollars. 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 2021 Board Calendar. The Board unanimously accepted the motion for approval of the 2021 Board Calendar.

Emergency Closing Policy Update Ms. Fultz stated that the Emergency Closing policy needed updating. The policy was sent to the library's lawyer for review. Ms. Fultz continued that the

policy states that in the event of an emergency and the library shuts down the staff would be paid for 1 week allowing for time for the Board to meet and develop a plan moving forward. Some discussion was held on working remotely and staff documenting the hours worked. The Board unanimously approved the motion for the emergency closing policy update.

Mr. Carr reported that the levy committee is chaired by Marilouise Beeman and Kim Senft-Paras with the treasurer being Chris Wysong. Other volunteers on the committee are Patrick Arehart, Cynthi Fraley, Carol Kennard, Carleen Suttman and Liz Fultz. Mr. Carr stated that the Board may volunteer their time as well.

OTHER

Mr. Herrick moved for adjournment at 8:18 P.M.

M. Fingers