

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

December 17, 2024

CALL TO ORDER

The regular Board of Trustees meeting for December 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, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; and Mrs. Suttman, **Absent**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mrs. Herrick moved to enter into an executive session, pursuant to ORC §121.22(G)(1), for the purpose of discussing the employment and/or compensation of a public employee. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

The Board entered the executive session at 7:01 p.m.

At 7:09 p.m., the Board President returned the meeting to open session.

RE-HIRING OF FISCAL OFFICER

Mr. Bowling moved that the Board re-hire Fiscal Officer John Monteith for 2025, with a 4% raise, effective January 1, 2025. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

2025 APPROPRIATIONS

Mr. Monteith stated that the Finance and Financial Advisory Committees were scheduled to meet on December 10, 2024 to review the appropriations for 2025. Unfortunately, only one committee

member attended this meeting, and it was, therefore, cancelled. So, he presented the appropriations to the full board.

The 2025 Appropriations total \$16,789,722. This breaks down as follows:

<u>101 - General Fund</u>	
Personal Services	\$ 4,776,391
Supplies	214,675
Purchased/Contract Services	1,673,780
Library Materials	1,590,251
Capital Outlay	322,700
Other Expenses	18,200
Contingency	200,000
Transfers	<u>1,750,000</u>
Total General Fund	\$ 10,545,997
<u>401 - Building Fund</u>	
Purchased/Contract Services	\$ 443,200
Capital Outlay	<u>5,510,000</u>
Total Building Fund	\$ 5,953,200
<u>450 - Permanent Improvement - ILS Fund</u>	
Capital Outlay	<u>\$ 7,500</u>
Total Perm. Imp - ILS	\$ 7,500
<u>451 - Permanent Improvement - Technology Fund</u>	
Purchased/Contract Services	\$ 35,000
Capital Outlay	<u>242,500</u>
Total Perm. Imp - Technology	\$ 277,500
<u>898 - Yeck Good Life Award Fund</u>	
Supplies	\$ 4,750
Purchased/Contract Services	<u>775</u>
Total Yeck Good Life Award	\$ 5,525
 Total Appropriations	 \$ 16,789,722

Mrs. Herrick moved for the approval of Resolution No. 024-010, The Approval of the Appropriations for the 2025 Fiscal Year. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

BOARD OFFICERS – 2025

Mrs. Cline stated that the Nominating Committee met to discuss the board officers for 2025. As a result, Mrs. Cline moved that the following slate of officers be approved for 2025:

President: Carol Herrick

Vice President: Randy Bowling

Secretary: Carleen Suttman

Fiscal Officer: John Monteith

Mr. Falkner seconded the motion.

The vote was: **Yes:** 5; **No:** 0; **Abstain:** 0

APPROVAL OF MINUTES

Mr. Falkner moved for the approval of the November 19, 2024 Meeting Minutes. Mrs. Herrick seconded the motion.

The vote was: **Yes:** 4; **No:** 0; **Abstain:** 1 (Bowling)

DIRECTOR’S REPORT

Mrs. Fultz presented her monthly report for December 2024:

- **FACILITIES**
 - Centerville Library
 - Estimated cost update from LWC
 - Anticipated timeline
 - Woodbourne Library
 - Legacy Administration Building
 - Creativity Commons
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Indian Heritage Children’s book collection
 - \$6,250 donated to Foundation in last six months
 - CDs at Centerville Library being weeded
 - Winter Reading Club starts January 2
 - CHS AP Art exhibit January 7 – February 17

- **OTHER**
 - Proposed legislation at Statehouse
 - Friends fundraising event

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for November 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. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

- b. Payment of December 2024 Expenditures

Mr. Monteith presented the check register for the period of November 21, 2024 through December 17, 2024.

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

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

- a. **Hiring Scott Liberman to review the construction documents as prepared by LWC, Inc.**

Mr. Bowling moved to authorize Liz Fultz to hire Scott Liberman to review the construction documents, as prepared by LWC, Inc. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion is approved.

b. 2025 Board Meeting Schedule

The Board Meeting schedule for 2025 was presented to the Board. It was noted that there was an inadvertent inclusion of “July 16, 2024” on the schedule. Mr. Falkner moved to approve the 2025 Board Schedule, as amended. Mrs. Herrick seconded the motion.

The vote was: Yes: 5; No: 0; Abstain: 0

c. Resolution No. 024-011: Approving Then & Now Certificates

Mr. Monteith stated that each of these payments require a Then & Now Certificate due to an invoice being issued prior to a purchase order being opened, and each of them exceeding \$3,000.

Mrs. Herrick moved to approve the resolution for the approval of Then & Now certificates. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

The resolution is approved

d. Resolution No. 024-012: Approval to Enter into an Investment Management Agreement with RedTree Investment Group

Mr. Monteith stated that this resolution was being requested to allow us to move our investments from US Bank and PNC Capital to RedTree. This provides us with better investment options. In discussing the fees associated, there fees are transparent, whereas the fees from the banks are hidden in the cost of the investments. Mr. Monteith also provided some references from Centerville CSD and the City of Centerville.

Additionally, Mr. Monteith stated that there was no set period for the agreement, so we are not locked in if we do not like the fees and results.

Mr. Bowling moved for the adoption of Res. No. 024-012. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

The resolution is approved

e. Appropriation Transfer

Mr. Monteith presented the appropriation transfer as outlined in the board packet. These are to clean up a couple of accounts at the end-of-the-year.

Mrs. Herrick moved to approve the transfer, Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

ADJOURNMENT

Mr. Bowling moved to adjourn the meeting at 8:22 P.M. Mr. Falkner seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

The motion to adjourn is approved.

President

Fiscal Officer