

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY  
BOARD MEETING MINUTES**

December 16, 2025

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**CALL TO ORDER**

The regular Board of Trustees meeting for December 2025 was held at the Woodbourne Library. Board President Carol Herrick called the meeting to order at 7:00 p.m.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Absent**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; and Mrs. Suttman, **Present**; also Mr. Monteith, Fiscal Officer; Mr. Menker, Patron Services Manager; and members of the public.

**HEARING OF THE PUBLIC**

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

**EXECUTIVE SESSION**

Mrs. Suttman moved, pursuant to ORC §121.22(G)(1), to adjourn to executive session for the purpose of discussing the employment and/or compensation of a public employee. Mr. Bowling 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>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

At 7:01 p.m., the board entered executive session.

At 7:05 p.m., Mr. Nunna arrived

At 7:15 p.m., the board exited executive session. Mrs. Herrick returned the meeting to open session.

Mr. Bowling moved to reappoint Fiscal Officer John Monteith effective January 1, 2026 with a 3.75% raise. Mr. Falkner seconded the motion.

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

## **COMMITTEE REPORTS**

### Trustee Interview Committee

Mrs. Cline stated that the Board of Education met the night before, and approved the appointment of David Seyer for a term beginning on January 1, 2026.

### Nominating Committee

Mrs. Cline stated that the committee met before this meeting to prepare the slate of officers for 2026.

The committee is proposing the following slate of officers:

President:	<u>Carol Herrick</u>
Vice President:	<u>Randy Bowling</u>
Secretary:	<u>David Falkner</u>
Fiscal Officer:	<u>John Monteith</u>

### Finance Committee

Mr. Monteith presented the proposed 2026 appropriations and estimated revenues for the board's review and approval.

## **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the November 18, 2025 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Falkner, Bowling)

## **STAFF PRESENTATION**

Bill Menker, Patron Services Manager, was asked to come present to the board on Friday night and Sunday hours, and the LSTA Grant for the podcasting studio. First, he presented on the operating hours differences and proposed changes once Centerville becomes fully operational again.

### **Friday Hours**

For Friday nights, he highlighted the differences between the operating hours for Centerville and Woodbourne. Additionally, the comparison in the average number of visitors to the building were presented for the last three years. A comparison between Monday-Thursday averages and Fridays for 2025 was also presented. The operating hours for other libraries in the area were also discussed.

As a final point on Friday hours, the results of the patron survey were discussed where people seemed to prefer the Centerville library if they were going to visit on a Friday night.

There was some discussion about the potential loss for those individuals that are currently using the library on Friday night. Mr. Menker stated that the average visitors on a Friday night are a bit skewed by programs that were held. The change in hours would not preclude programs from continuing Friday nights. We currently hold programs at times when the library may not be open to the public.

In moving forward, there were two options presented:

**Option A:** Close both locations at 6:00 p.m. This would provide the advantage of consistent hours between locations

**Option B:** Switch locations for Friday evenings so that the Centerville Library is open until 9:00 p.m., and Woodbourne closes at 6:00 p.m.

It is library management's recommendation to proceed with Option A. Mr. Bowling moved to approve the closing of both locations at 6:00 p.m. on Fridays. Mr. Falkner seconded the motion.

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

### **Sunday Hours**

Mr. Menker provided some background on Sunday hours. He additionally stated that, in looking at other local libraries, many of these systems do not keep all of their locations open on Sundays, if at all. In looking at the Sunday daily average, the visits have only increased slightly even though only one location is open. Patron survey results show that the nearly half of respondents would prefer that Centerville remains open.

The two options for moving forward were:

**Option A:** Close Woodbourne Library on Sundays and have the Centerville Library remain open year-round once renovations are completed. This would be in line with the practice of other nearby libraries.

**Option B:** Switch summer Sundays to Centerville Library in 2026 and have the Woodbourne Library open only during the school year.

It is library management's recommendation to proceed with Option A. Mr. Nunna moved to proceed with the closing of the Woodbourne Library and having Centerville remain open year-round once the renovation is complete. Mr. Falkner seconded the motion.

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

**LSTA Grant**

Mr. Menker presented background information on the Library Services and Technology Act grant and how the idea of the podcasting studio being installed in the new Creativity Commons came to life.

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for November 2025, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, November 2025 Bank Reconciliation, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mr. Falkner moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mr. Nunna seconded the motion.

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

The motion is approved.

- b. Payment of December 2025 Expenditures

Mr. Monteith presented the check register for the period of November 19, 2025 through December 16, 2025.

Mrs. Cline moved to approve the payment of expenditures, and Mr. Nunna 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>Yes</u>
Mrs. Denison	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

The motion is approved.

**NEW/OLD BUSINESS**

- a. **Res. No. 025-009: Approval of 2026 Appropriations Resolution**

Mr. Monteith stated that this is the approval of the information in the Finance Committee report earlier.

**General Fund**

Personal Services	\$	5,551,515
Supplies		246,760
Purchased Services		1,890,790
Library Materials		1,616,750
Capital Outlay		297,000
Other Expenses		19,750
Contingency		200,000
Transfers		1,510,000
<b>Total</b>	<b>\$</b>	<b>11,332,565</b>

**LSTA Grant Fund**

Capital Outlay	\$	30,000
<b>Total</b>	<b>\$</b>	<b>30,000</b>

**Building Fund**

Purchased Services	\$	303,000
Capital Outlay		944,500
<b>Total</b>	<b>\$</b>	<b>1,247,500</b>

**Perm. Improvement - Technology Fund**

Purchased Services	\$	10,000
Capital Outlay		102,500
<b>Total</b>	<b>\$</b>	<b>112,500</b>

**Good Life Award Fund**

Supplies	\$	4,650
Purchased Services		150
<b>Total</b>	<b>\$</b>	<b>4,800</b>

<b>Total All Funds</b>	<b>\$</b>	<b>12,727,365</b>
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Mr. Nunna moved to approve Resolution No. 025-009. 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>Yes</u>
Mrs. Denison	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

Resolution No. 025-009 is approved.

**b. Res. No. 025-010: Approval of Transfer from General Fund to Building Fund**

Mr. Monteith stated that this was the second part of the planned transfer of \$1.75 million from the General to Building Funds in 2025. Earlier this year, we transferred \$1 million. This completes the planned transfer

Mr. Nunna moved to approve Resolution No. 025-010. 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>Yes</u>
Mrs. Denison	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

Resolution No. 025-010 is approved.

**c. Approval of appropriations transfer within Building Fund**

Mr. Monteith stated that this transfer was being requested to allow us to appropriate the remainder of the furniture for the renovation project.

<b>Transfer #1</b>			
Account	Description	Amount From	Amount To
401.10.53730	Architect/Engineering Services	\$ 300,000.00	
401.10.55540	Library Furniture		\$ 300,000.00
	Total	\$ 300,000.00	\$ 300,000.00

Mrs. Suttman moved to approve the appropriation transfer. Mr. Nunna seconded the motion.

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

The motion is approved.

**d. Approval of 2026 Meeting Schedule**

Mrs. Cline moved to approve the 2026 Meeting Schedule as presented. Mrs. Suttman seconded the motion.

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

The motion is approved.

e. **Approval of 2026 Officer Slate**

Mr. Nunna moved to approve the 2026 Officer Slate as presented by the Nominating Committee. Mrs. Suttman seconded the motion.

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

The motion is approved.

f. **Approval to Open Checking Account for Costs Related to Grand Opening of Centerville Library**

Mr. Monteith stated that we are asking that this action be tabled pending some further research into whether the account for the Woodbourne Library reopening was opened by the Foundation Committee/Board.

Mrs. Suttman moved to table the action item pending further research. Mrs. Cline seconded the motion.

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

Motion is tabled.

g. **Approval to accept Library Services and Technology (LSTA) Grant**

Mrs. Suttman moved to formally accept the LSTA Grant for the purchase of equipment related to the podcasting studio. Mr. Falkner seconded the motion.

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

The motion is approved.

**Res. No. 025-011: Approval of LSTA Grant Fund Creation**

Mr. Monteith stated that due to the restriction on the use of the LSTA Grant funds, we need to create a separate fund to account for these funds and their disbursement. Since the receipt source is restricted, there is no approval of the Auditor of State required.

Mr. Falkner moved for the approval of Res. No. 025-011. Mr. Nunna 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>Yes</u>
Mrs. Denison	<u>Absent</u>	Mrs. Suttman	<u>Yes</u>
Mr. Falkner	<u>Yes</u>		

Resolution No. 025-011 is approved.

### **OTHER**

There was no other business to be discussed.

### **ADJOURNMENT**

Mrs. Suttman moved to adjourn the meeting at 8:45 p.m. Mr. Nunna seconded the motion.

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

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**