

Synopsis of Board Meeting

February 19, 2019
Centerville Library

CALL TO ORDER at 7:00 p.m.

ROLL CALL – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Absent; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Senft-Paras; Ms. Uttermohlen; Anthony J. Schwab and Hannah Janaky, members of the Library’s Safety Team; John Fabelo and Bear Monita of LWC Inc. and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Long-Range Facilities Planning Committee. Mr. Fabelo updated the Board on the following:

- Woodbourne Library Addition / Renovation Project. There is a change in personnel at Staffco Construction, the general contractor. We are now working with the owner, Jon Stafford, about the ongoing issues at Woodbourne Library. The owner was not aware of everything on the punch list and did not dispute items listed in the letter sent to him from LWC Inc. LWC will continue to work on these outstanding issues: partial roof replacement, lighting controls, HVAC controls and exterior metal panels.
- Woodbourne Library Roof.
 - Review List of Respondents to Request for Statement of Qualifications. Mr. Nunna reviewed the list of respondents to the legal ad for architectural, engineering and surveying services in 2019.
 - Proposal for Professional Services for the partial Roof Replacement at Woodbourne Library. The Board approved a motion to accept the proposal from LWC Inc. for \$26,360 for the documentation, design work and construction administration for the partial roof replacement at Woodbourne Library. Motion passed by majority vote.
- Centerville Library Parking Lot. Mr. Fabelo said Kevin McCurdy is working on a timeline for the Centerville Library parking lot replacement. One Board member asked if the traffic flow could be reviewed as part of the parking lot replacement. Mr. Nunna asked Mr. Fabelo for a copy of the parking lot drawings and will look at the scope of the work for this project.
- Request for Statement of Qualifications. The Board approved a motion to place a legal ad in the local newspaper to solicit statement of qualifications for architects, engineers and surveyors for a project with professional service fees of less than \$50,000 in 2019. Six members were in favor and one abstained.

STAFF PRESENTATION – Safety Team Members Anthony J. (AJ) Schwab and Hannah Janaky.

- Missing Child Procedure. Hannah began working in the Youth Services Department as a Teen Assistant in October 2017. Her favorite teen program is Totally Teen Tuesday. She reviewed the Lost and Missing Child procedure revised after the Woodbourne Library expansion project was completed. The procedure was also reviewed by the Centerville Police Department and their only comment was to add ‘call 911 immediately after searching the room where the lost child had been’.

Board meeting minutes are available for public inspection during library administrative office hours.

- Active Shooter Training. AJ started as a Shelving Assistant in 2014. In 2018, he was promoted to a Public Services Team Liaison. He reported on the recent active shooter training offered on January 31 at the Centerville Police department. Officer John Davis gave the presentation and brought a visual map that showed where shootings have occurred. There were only two states that were not included on the map—Montana and Wyoming. Officer Davis stressed the importance of maintaining open awareness and gave a live demonstration of the ‘run, hide, fight’ concept. His advice to a hostile situation is to get out of the room, if possible, and call 911.

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

- Facilities:
 - The burner in one of the Centerville Library’s boilers needs to be replaced. Estimates from our current HVAC vendor, Superior Mechanical Services, range from \$6,210 to repair the existing burner, \$25,511 to replace the existing burner; and \$75,940 to replace the entire boiler. Mark Rath of Superior Mechanical Services advises us to repair the existing burner and use the last two quotes as budget numbers for preparing to replace the boiler in the next year or two. Second opinions will be obtained from other companies.
 - Improvements to the Centerville Library program room are underway. Walls have been painted, new flooring is installed, and chair railing, corner guards and blinds are in the plans for the near future.
 - Two fiber projects have been considered for our community. Originally, we were not included in the Miami Valley Cable Council (MVCC) project because we are not one of the eight municipalities that make up the consortium. The group working on the community fiber initiative has been postponed indefinitely. Centerville City Manager Wayne Davis and Assistant City Manager Mariah Vogelgesang asked Ms. Senft-Paras if the Library would consider joining the MVCC project. Ms. Senft-Paras and Systems Manager Robin Poffenberger will investigate this project to determine if this has potential and is a sound opportunity for the Library.
- Personnel:
 - Allison Kamm was promoted from Materials Handling Team Leader to Public Services Team Leader. AJ Schwab also received a promotion to Public Services Team Liaison.
 - Our current staff count is 116.
- Collections/Programs/Services:
 - The Library’s second Fix-It Clinic was held on January 26. There were over 30 people who attended and more than 70 lbs. of waste was diverted from landfills. Library staff including Bill Menker and Gary Berry and three volunteers repaired a large wall clock, a Christmas carousel and an over-sized back massager using improvised parts. As a result of Montgomery County Environmental Services involvement in our program, Bill Menker will be a guest speaker at their Master Recycler class in March, co-hosted with Five Rivers MetroParks. Montgomery County will also provide the Library with battery and e-waste collection containers for future clinics.
 - Adult Services Team Leader Bill Menker has been asked to participate in a Makers panel at the Ohio Library Council Annual Conference & Exhibition in September. He will talk about our extremely popular and successful circulating maker kits and Make-It programs.
 - An educational event has been scheduled for noon on February 21 with the Heart of Centerville business community. The event, to be held at Woodbourne Library, will include a presentation about our resources for small businesses, followed by a tour of the renovated building.

- The Youth Services department introduced their Community Heroes storytime in January, attracting 54 attendees to hear stories from firefighter Scott Henry dressed in his uniform and to meet Sparky, the dog.
- Forty-two parents came to the annual Ready, Set, Kindergarten! Program.
- The Library partnered with Weller Elementary School for its 6th annual Reading Challenge. During the two weeks of the Reading Challenge, students can visit the Library each day to pick up a raffle ticket to win a prize at school. In addition, the classes compete against each other to see which class can get the most students to visit the Library. This year, we had 342 visits from Weller students during the Reading Challenge.
- Other:
 - The Friends annual meeting will be held on Sunday, March 10 at 2:00 pm at the Centerville Library. After the business meeting and election of officers, Lauren Rura from the Library's Adult Services Department will present a program on our maker kits and programs concluding with a craft for all to make.
 - Ohio Library Council's Legislative Day will be held on Tuesday, April 9. The event will include a luncheon in the rotunda and members of both the Ohio House and Senate have been invited to speak.

CONSENT AGENDA – Resolution No. 019-002 – Consent Agenda. Ms. Uttermohlen reported on the following:

- The earnings credit issued by US Bank to offset our bank charges will be increased to 0.75%, effective in February 2019. More money from the General Fund will be invested if an investment opportunity fits within our investment ladder structure.
- Ms. Uttermohlen explained that this year's real estate taxes are less than 2018 because of the timing of advances distributed by the Montgomery County Auditor's office.

The Board adopted Resolution No. 019-002, a consent agenda approving the following action items:

- Approval of January 16, 2019 Regular Board Meeting Minutes
- January Financial Statement, Notes to the January Financial Statement and Investment Report
- Payment of February Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain on payments to Centerville Landscaping, The New York Times and Superior Mechanical Services; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Absent; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Revised Rules of Conduct Policy. The Board unanimously approved the revision to the Rules of Conduct policy.

OTHER - Mrs. Herrick moved for adjournment at 8:10 pm.

C. Uttermohlen