

# Synopsis of Board Meeting

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February 18, 2020  
Centerville Library

## **CALL TO ORDER at 7:01 p.m.**

**ROLL CALL** – Mr. Bowling, Absent; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Fultz; Ms. Fingers; Margaret Robinson, Human Resources Manager; Anne Wachs, Adult Services Specialist; and members of the public.

**OATH OF OFFICE** – Ms. Wachs, notary public, administered an oath to Carol Herrick upon her re-appointment to the Board to support the Constitution of the United States and the state of Ohio, which read: Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Washington-Centerville Public Library, Montgomery County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? She answered “I do”.

## **HEARING OF PUBLIC** – None

**STAFF PRESENTATION**– Online Learning – Ms. Wachs presented a few of the databases such as BrainHQ (brain training exercises organized into 6 categories), CreativeBug (art and craft video classes), Gale Business Plan (step by step planning tool for starting, managing & optimizing a business-it is a specialized product), and JobNow (coaching service for getting a job). Ms. Wachs also spoke about the increased usage for Transparent Language, Kanopy and especially Lynda.com which had a 35% increase from 2018 to 2019. The Library’s newest online training database is Treehouse. Treehouse is an online video and interactive learning platform with a focus on technology. Ms. Wachs added that each topic has its own track. Within the track, people across the program can ask questions in the forum and have an ability for hands-on practice. To use Treehouse you must request an account to reserve a seat. The library offers a 100 seats and as of February 15<sup>th</sup>, 61 seats were filled. Once all 100 seats are filled, interested patrons will be put on a waiting list. Accounts with no activity for 14 days will be deactivated.

## **COMMITTEE REPORTS**

- Executive Session – The Board retired into executive session at 7:24 p.m. to prepare for, conduct, or review a collective bargaining strategy and to consider the purchase or sale of property. The roll call vote resulted as follows: Mr. Bowling, Absent; 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 7:56 p.m.
- Four Board members approved and two members abstained the motion to have Chris Conley from Oberer Reality reduce the asking price for the Mandel Property to \$525,000.

## **DIRECTOR’S REPORT** - Ms. Fultz reported on the following:

- Facilities:
  - Centerville Library-Parking Lot  
Final plans submitted to City

- Woodbourne Library  
Tinting added to Youth Services Window  
Adult Services Desk will be installed on March 10th
- Personnel:
  - Technical Services Team Leader position posted – to replace Technical Services manager who will be retiring at the end of June
- Collections/Programs/Services:
  - Get in the Know - a new monthly e-newsletter launched in January
- Other:
  - PLF:
    - Reviewed PLF document the DML Director had made changes to without sending them in advance
    - Most were minor, but he indicated that the one time square footage adjustment should apply when there is extra funds, not necessarily the year of the increase. The Board are not in agreement with this change. It was discussed that the square footage adjustment should only be made year over year. If this square footage adjustment is to be applied to carry over into other years than the library should show an increase to circulation and/or cardholders.

**CONSENT AGENDA** – Resolution No. 020-002 – Consent Agenda. Ms. Fingers reported on the following:

- More money from the General Fund was moved from checking to OhioPlus since the rate is higher.
- Will see a higher amount for PLF due to the increased square footage from the WB expansion.
- Reduction in fines collected most likely due to automatic renewal of materials.

The Board adopted Resolution No. 020-002, a consent agenda approving the following action items:

- Approval of January 21, 2020 Regular Board Meeting Minutes
- January Financial Statement, Notes to the January Financial Statement and Investment Report
- Payment of February Expenditures
- Personnel Items
- Legal Ad for 2019 Annual Financial Statement

The roll call vote resulted as follows: Mr. Bowling, Absent; Mr. Carr, Yes, but abstain on payments to Centerville Landscaping, Creative Impressions, LWC, Rieck Mechanical, and Waibel; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes, but abstain from the minutes; Mr. Nunna, Yes.

## **NEW / OLD BUSINESS**

- Accounting Software Decision – Ms. Fingers stated that the Support Services Manager, Ms. Poffenberger and she reviewed the submitted RFPs and chose Software Solutions, a local business, as the new software company for our Fiscal & Payroll software.
- Rules of Conduct/Policy – Firearm and weapons – Ms. Fultz discussed that the library needed a separate Rules of Conduct and Policy concerning weapons in the library. Discussion was held on whether a policy is needed if the library is saying it follows the law of the State of Ohio. The

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

decision to go ahead with the new Policy and the change to the Rules of Conduct with the idea that the policy should be reviewed yearly.

The Board unanimously approved a motion to add the lines and make the changes to the Rules of Conduct and add the Firearms and Weapons Policy as discussed above.

- Upcoming Dates-Trustee Dinner registrations – Ms. Fingers stated the dates for the OLC Trustee dinners and to let her know if any of the members wish to attend so reservations can be made.

**OTHER** – Mr. Carr moved for adjournment at 8:32 pm.

M. Fingers