

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

February 21, 2023

CALL TO ORDER

The regular Board of Trustees meeting for February 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:01 P.M.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Absent**; Mr. Nunna, **Present**; Mrs. Suttman, **Absent**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; and Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

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

APPROVAL OF MINUTES

Mrs. Cline noted one error in the January 17, 2023 Board Meeting Minutes. The Oath of Office was delivered to Barbara Denison, but was incorrectly listed as being delivered to Liz Cline.

Mr. Talda moved to approve the January 17, 2023 Meeting Minutes as corrected and Mrs. Cline seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

- **FACILITIES**
 - ❖ Centerville Library
 - HVAC project
 - Tri-Tech is working on the plans for the system and will be walking through the library week of 2/27
 - ❖ Woodbourne Library
 - HVAC Project
 - Issues recently with boiler – maintenance/repair this week
 - Tri-Tech is seeking quotes from Rieck, Applied and Eagle
 - Mandatory pre-bid meeting for contractors on 3/2, with quotes due by 3/9
 - ❖ Creativity Commons
 - Delegates from Nigeria visited on Friday

- Rental property on Clio
 - Tour earlier today at the Entrepreneur Center to discuss potential opportunities
 - ❖ Van – put our name on a van at Mercedes-Benz of Centerville, due in May
- **PERSONNEL**
 - ❖ Two Adult Services Aides hired, starting 2/27 – these replace one who left before the holidays and the desk hours from the Team Leader promotion
 - ❖ Posting soon for student shelver in Materials Handling, and Public Services Aide to replace promotion to Makerspace Specialist
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Held first off-site program at Sinclair Community College
 - ❖ Adult Winter Reading Roadmap ends 2/28
 - ❖ Upcoming programs and exhibits
 - INspiration – 15 premier Dayton artists on exhibit 3/1 – 4/3
 - Book character March Madness – begins 3/13
- **OTHER**
 - ❖ Caresource shot commercial footage at Woodbourne
 - ❖ Press coverage over the Underground Railroad quilt and family workstation
 - ❖ PLF update – Dewine’s proposed maintaining at 1.7%, but legislators are proposing changes to tax laws that would reduce the amount State collects

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for January 2023, including the financial statements (Cash Position, Revenue Summary and Expense Summary), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mr. Bowling moved to approve the monthly financial report, and Mrs. Cline seconded the motion.

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

- b. Payment of February Expenditures

Mr. Nunna moved to approve the payment of February expenditures, and Mr. Bowling seconded the motion.

The roll call vote was as follows:

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

Mrs. Denison Yes
Mrs. Herrick Absent

Mr. Talda Yes

The motion is approved.

c. 2023 Annual Financial Report and Legal Advertisement

Mr. Monteith presented the 2023 Annual Financial Report to be filed with the Auditor of State and the Legal Advertisement to be run one-time in the Dayton Daily News.

Mr. Nunna moved to approve the 2023 Annual Financial Report and legal advertisement, and Mr. Talda seconded the motion.

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

The motion is approved

NEW/OLD BUSINESS

a. Reappointment of Susan Brown to the Personnel Appeals Board for a period of three years (January 1, 2023 to December 31, 2025)

Mr. Bowling moved to reappoint Susan Brown to the Personnel Appeals Board for a period of three years. Mr. Nunna seconded the motion.

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

b. Resolution No. 023-002: Authorization of Changes to U.S. Bank Signers and Master Services Agreement (copy of resolution appended to these Minutes)

Mr. Monteith stated that this resolution is necessary as a result of changes in Board Officers.

Mr. Bowling moved and Mrs. Cline seconded for the adoption of Resolution No. 023-002: Board Authorization of Changes to the Master Services Agreement, Authorized Account Signers, Treasury Management Signers and Investment Account Signers.

The roll call vote was as follows:

Mr. Bowling Yes
Mrs. Cline Yes
Mrs. Denison Yes
Mrs. Herrick Absent

Mr. Nunna Yes
Mrs. Suttman Absent
Mr. Talda Yes

Resolution No. 023-002 is approved.

c. **Resolution No. 023-003: Establishing a New Account with the Dayton Foundation for the Collection of Donations for “The Wall That Heals” (copy of resolution appended to these Minutes)**

Mr. Monteith stated that he had discussed this with the Dayton Foundation and discovered that a Charitable Checking Account with the Dayton Foundation would be the best option based on the circumstances. This account does not carry any fees and will allow us to request disbursement when we make expenditures.

Mr. Nunna moved and Mrs. Cline seconded for the adoption of Resolution No. 023-003: Establishing a New Account with the Dayton Foundation for the Collection of Donations for “The Wall That Heals”

The roll call vote was as follows:

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

Resolution No. 023-003 is approved.

d. **Resolution No. 023-004: Establishing a Special Revenue Fund for Donations for “The Wall That Heals” (copy of resolution appended to these Minutes)**

Mr. Monteith stated that this resolution is necessary as the Ohio Revised Code does not specifically require this fund. Since this is not required by statute, a request must be filed with the Auditor of State for approval of the fund. Once their approval is received, the new fund will be created in the accounting system and used to account for all activity related to “The Wall That Heals”.

Mr. Bowling moved and Mr. Talda seconded for the adoption of Resolution No. 023-004: Establishing a Special Revenue Fund for Donations for “The Wall That Heals”

The roll call vote was as follows:

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

Resolution No. 023-004 is approved.

e. **Resolution No. 023-005: Authorization to Void Stale Dated Checks and Transfer Funds to Unclaimed Funds for a Period of No Less Than Five Years**

Mr. Monteith stated that there were several checks that have been outstanding for more than 180 days. As a result, they are now considered to be void. According to the requirements of Ohio Rev. Code § 9.39, these checks will now be moved to the Unclaimed Funds Fund for a period of not less than five years. If, after five years, they remain unclaimed, the funds will be transferred to the General Fund. The checks are:

Date	Check #	Payee	Purpose	Amount
5/17/2022	43047	Kay Daily	Patron Refund	\$ 28.00
6/21/2022	43127	Kate Obetta	Patron Refund	\$ 23.00
			Total	\$ 51.00

Mr. Talda moved, Mrs. Cline seconded for the adoption of Resolution No. 023-005: Authorization to Void Stale Dated Checks and Transfer Funds to Unclaimed Funds for a Period of No Less Than Five Years.

The roll call vote was as follows:

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

Resolution No. 023-005 is approved.

f. Appropriation Transfer – Friends Grant for Library Branded Merchandise for Staff

This transfer is necessary to allow us to pay for the branded merchandise that the Friends of WCPL granted to us in the 2023 Grant Request. This was not accounted for in the appropriations approved in December and there is no place to transfer the appropriations from that would not require board approval. The proposed transfer of appropriations is:

Account Code	Description	Appropriation Decrease	Appropriation Increase
101.00.51999	Other Employee Benefits - General		\$ 4,000
101.10.51610	Health Insurance - Outreach & Public Services	\$ (2,150)	
101.11.51610	Health Insurance - Adult Services	\$ (600)	
101.12.51610	Health Insurance - Youth Services	\$ (500)	
101.13.51610	Health Insurance - Teen Services	\$ (50)	
101.14.51610	Health Insurance - Systems	\$ (150)	
101.15.51610	Health Insurance - Community Relations	\$ (150)	
101.16.51610	Health Insurance - Human Resources	\$ (100)	
101.18.51610	Health Insurance - Administrative/Fiscal	\$ (150)	
101.24.51610	Health Insurance - Creativity Commons	\$ (150)	
	Total	\$ (4,000)	\$ 4,000

Mr. Talda moved to approve the appropriation transfer, and Mr. Nunna seconded the motion

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

The motion is approved.

g. **Resolution No. 023-006: Resolution of Gratitude to Lisal and Don Gorman**

Mr. Talda presented Resolution No. 023-006 and stated that this resolution is related to Lisal and Don Gorman’s support of public libraries in Columbus. As part of this, he was hoping to have the Washington-Centerville Public Library’s Board of Trustee pass a Resolution of Gratitude honoring their support of public libraries.

Mr. Nunna moved for approval of the following resolution, and Mr. Bowling seconded the motion.

RESOLUTION NO. 023-006

WHEREAS, The Board recognizes as its primary purpose the support and advancement of the Washington Centerville Public Library.

WHEREAS, The Board recognizes and supports the importance of all public library systems which provide education and resources in their own communities.

WHEREAS, The Board is aware of the many years of support provided by Lisal and Donald Gorman to the Columbus Metropolitan Library.

WHEREAS, It has been brought to the Board’s attention of a recent gift of financial support extended by Lisal and Don to the Columbus Metropolitan Library and in particular to support the construction of the new Gahanna, Ohio Branch Library.

WHEREAS, On March 2, 2023 the Columbus Metropolitan Library is holding a celebration of the opening of its new Gahanna Ohio Branch Library and will recognize Lisal and Don for their benevolent support.

WHEREAS, The Board applauds the generosity of Lisal and Don and expresses its thanks and gratitude for their continuing support of public libraries.

The roll call vote was as follows:

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

Resolution No. 023-006 is approved.

ADJOURNMENT

Mr. Bowling moved to adjourn the meeting, and Mr. Talda seconded the motion. Meeting was adjourned at 7:57 PM

President

Vice President