

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

February 18, 2025

CALL TO ORDER

The regular Board of Trustees meeting for February 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, **Absent**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; and Mrs. Suttman, **Present**; 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.

OATH OF OFFICE

Hannah Thirey, Notary Public, was called upon to perform the Oath of Office for Trustee David Falkner, upon his reappointment as trustee for term expiring December 31, 2031.

Ms. Thirey asked Mr. Falkner to raise his right hand. She then stated: 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.

Mr. Falkner said, "I do."

AGENDA CHANGE

Mrs. Herrick stated that there was an agenda change. John Fabelo and Lucas Lantz from LWC would present regarding the bids that were received for the Centerville Library Renovation project.

The bids, in the order received, were:

<u>Contractor</u>	<u>Base Bid with Accepted Alternates</u>	
Triton Services	\$	4,592,500.00
Staffco Construction	\$	4,909,000.00
Mark Spaulding Construction	\$	4,561,000.00
AKA Construction	\$	5,230,700.00

They discussed the project, and the bids received. There were four total bids received, with three of them being considered responsive. The bid from AKA Construction was not responsive as their bid was more than 20% above the project estimate. Based on their interviews with the three responsive firms, LWC believes that each of the firms had a good understanding of the project, milestones and completion dates.

After discussing each of the potential contractors, Mr. Nunna moved to approve awarding the bid to Mark Spaulding Construction, in the amount of \$4,561,000, including accepted alternates. Mr. Falkner seconded the motion.

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

Upon the approval of the awarding of contract, LWC would begin to move forward with issuing the notice of intent to Mark Spaulding Construction.

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the January 21, 2025 Meeting Minutes. Mr. Falkner seconded the motion.

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

DIRECTOR'S REPORT

Mrs. Fultz presented her monthly report for February 2025:

- **FACILITIES**
 - Centerville Library
 - Universal changing table donation
 - Beginning to set up temporary space
 - Anticipate opening temporary space and switching to temporary hours
March 3
 - Email communication planned for all cardholders
 - Woodbourne Library
 - Legacy Administration Building
 - Friends shed
 - Creativity Commons

- **COLLECTIONS/SERVICES/PROGRAMS**
 - Thank you notes for Michael Carter program series
 - Reception for Indian Heritage collection
 - Next exhibit is by Kimberly Ceccarelli – until March 24
 - Woodbourne Library Arts Endowment request

Mrs. Fultz discussed that this request is being made to bring an exhibition called Curious Critters to the library later this year. She passed around a book that showed what the

exhibit would include. She stated that we were still working through some of the items from an appropriation standpoint, but that we anticipate being able to work this out. In addition to the exhibit hanging in Woodbourne Library during this period, there would be several programs done alongside the exhibit. In order to bring this exhibit to the library, we are asking that the Board approve using the Woodbourne Library Art Endowment (WBLAE) to fund it.

Mrs. Denison moved to approve the request, in the amount of \$4,905, to be reimbursed from the WBLAE, held by the Dayton Foundation. Mrs. Suttman seconded the motion.

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

- **OTHER**

- Book labels
- PLF
 - Trying to reschedule a meeting with the other libraries
 - DeWine proposed increasing it to 1.75%
- Staff Development Day

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for January 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, Monthly Investment Report and Personnel Items for the board's review and approval.

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

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

The motion is approved.

- b. Payment of February 2025 Expenditures

Mr. Monteith presented the check register for the period of January 22, 2025 through February 18, 2025.

Mr. Nunna moved to approve the payment of expenditures, and Mrs. Denison seconded the motion.

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. Resolution No. 025-004: Approval of Then & Now Certificates

Mr. Monteith explained that there were two more Then & Now Certificates this month. The first certificate relates to the way and dates that Innovative Users Group prepares and processes their invoices. The first issued this invoice on 10/23/2024, but the service period is for January to December 2025. We have not appropriated for this payments to be made in the year prior, so the purchase order could not be opened until the new fiscal year opened. We are evaluating the best way to move forward with this.

The second certificate relates to a still imperfect process, with the invoices going directly to Accounts Payable, but the departments being responsible for the opening of purchase orders. Mr. Monteith stated that we have had some discussions on additional process improvements to eliminate some of the Then & Now Certificates being necessary.

Mrs. Suttman moved for the approval of Resolution No. 025-004, approval of Then & Now Certificates. Mr. Falkner seconded the motion.

The roll call vote was as follows:

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

The resolution is approved.

b. Approval of the donation, sale and disposal of furniture from the Centerville Library

Mr. Monteith stated that this approval was being requested due to there being a large amount of furniture and equipment that will not be reused after the completion of the renovation. As a result, we are requesting approval to dispose of these items using the following process:

- i. Donation of the furniture/equipment to the school district, other governmental agencies, and local non-profit organizations
- ii. Offering items to the general public for sale
- iii. Pickup of all remaining items by disposal company

Upon completion of the disposal and reconciliation to the fixed asset records, a full list of items to be disposed will be presented to the board for their review.

Mrs. Denison moved to approve the donation, sale and disposal of items as presented. Mrs. Cline seconded the motion.

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

The motion is approved.

c. Approval of the Legal Advertisement

Mr. Monteith stated that this approval is required, based on the Ohio Revised Code requirements to post notice that the annual financial report is available for public inspection. This notice must be run once, in a newspaper of general circulation, in the community where the library resides. Based on this, the notice will be placed in the Dayton Daily News, once the filing is made with the Ohio Auditor of State.

This action does not require that the financial statements be approved by the Board of Trustees.

Mr. Falkner moved to approve the placement of the legal advertisement. Mr. Nunna seconded the motion.

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

The motion is approved.

d. Fiscal Manual Revision – Deletion of the Petty Cash Policy

Mr. Monteith stated that this revision is being requested to allow us to formally delete the Petty Cash Policy from the Fiscal Manual, and further directs that the amounts currently held as petty cash be deposited to the Library's general checking account. He further stated that we had moved to a reimbursement-only policy over a year ago, and have had no issues with this being the process.

Mr. Falkner moved to approve the deletion of the petty cash policy. Mr. Nunna seconded the motion.

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

The motion is approved.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 8:27 P.M. Mrs. Cline seconded the motion.

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

The motion to adjourn is approved.

President

Fiscal Officer