

# *Synopsis of Board Meeting*

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March 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, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also in attendance were Ms. Senft-Paras; Ms. Uttermohlen; Ms. Robinson, Human Resources Manager; John Fabelo, Kevin McCurdy and Bear Monita of LWC Inc.; Kathy Maynard with McGohan Brabender and members of the public.

**HEARING OF PUBLIC** – None

## **COMMITTEE REPORTS**

Long-Range Facilities Planning Committee. Mr. McCurdy reported on the following:

- Woodbourne Library Addition / Renovation Project – Failing Metal Panels. Mr. McCurdy contacted the metal panel manufacturer to find out if other installations had failures similar to the problem at Woodbourne Library. The manufacturer cannot explain why the panels have failed but they have had success installing the panels in 4' sections. Mr. McCurdy also asked if they knew of any panel failures with other core types, and the manufacturer said there are no other failures using another core type. The downside of using a corrugated plastic core is the risk that the panels could easily dent and has a thicker width. The new panels will have to be repainted. The question is whether to have the panels pre-painted or to paint onsite. Mr. McCurdy will do more research and will report to the board at the next meeting.
- Bids for the Woodbourne Library Partial Roof Replacement. Mr. McCurdy reported on the public bidding process for the partial roof replacement at Woodbourne Library. There was a mandatory pre-bid meeting and only one contractor attended. He also contacted the companies who replaced the roof over the older section of the building in 2005 and the new roof last year. Both said they cannot meet the construction schedule to begin the project in the spring.

The estimate for the roof replacement was originally \$205,000 but did not include the parapet work that is needed. BK Contracting attended both the mandatory pre-bid meeting and the bid opening and submitted a bid for \$220,000. The contractor can begin the project by April 1 and estimate it to take about 4-6 weeks to complete the work. Mr. McCurdy confirmed that all of the bid documentation was submitted. He also scheduled a post-bid meeting to be sure the contractor agreed with the scope of the project. The staging area will be in a roped-off area of the staff parking lot by the Bob Corbin drive. The back receiving door area will be used to access the roof. There will be a pre-construction meeting before the project begins.

The Board approved a motion by majority vote to accept the bid from BK Contracting for the partial roof replacement at Woodbourne Library. Two members abstained from the vote.

- Centerville Library Parking Lot – Proposal for Professional Services. Mr. Nunna reported that the Long-Range Facilities Planning Committee met on March 12, 2019. The

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

Committee recommends that the Board retain LWC Inc. to manage the Centerville Library parking lot replacement project. The Board approved a motion by majority vote to retain LWC Inc. to manage the Centerville Library parking lot replacement project. One member abstained from the vote.

- Right of First Refusal Agreement on Mandel Drive Property. Ms. Senft-Paras reported that the right of first refusal agreement with Oberer Construction Managers expires April 20, 2019. She contacted Chris Conley and he is interested in renewing the right of first refusal agreement. Mr. Conley said that the property is harder to sell because the price is high for residential use and the special use zoning restricts the type of use for the property. The Committee recommends entering into a two-year contract with Oberer Construction Managers for the sale of the Mandel Drive property. The Board approved a motion by majority vote to enter into a two-year contract with Oberer Construction Managers for the sale of Mandel Drive. One member abstained from the vote.

**PRESENTATION** – Kathy Maynard of McGohan Brabender reported that the Library has the buying power of a large group since the Library is part of the Centerville City Schools plan. Large groups offer more stability and flexibility in a health care plan. The Centerville City Schools has a grandfathered health plan that is not offered anymore. Anthem does not sell plans with a \$2,000 individual / \$4,000 family high-deductible plan. The Library, on its own, would fall into a 51-99 participant plan. The trend for that size has seen double-digit increases. Over the last five years, the Library has received premium increases from 0-10% which at times is lower than the Centerville City Schools employees. From this point forward, the Library will receive the same percentage increase as the Schools.

Personnel Committee:

- 2019 Pay Rates for Fully-Benefited Non-Bargaining Unit Staff. Ms. Margaret Robinson referred to the summary of the 2019 pay rates for fully-benefited non-bargaining unit staff. Mr. Hanseman reported that the Personnel Committee met preceding this meeting and made a recommendation to the Board to accept the pay rates as presented. The Board unanimously approved the pay rates recommendation for fully-benefited non-bargaining unit staff, effective April 1, 2019.
- Executive Session. The Board retired into executive session at 7:52 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. The roll call vote resulted as follows: Mr. Bowling, Yes; 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 8:07 p.m.
- Re-Hiring of Deputy Fiscal Officer. The Personnel Committee made a recommendation to re-hire Cynthia Uttermohlen as the Deputy Fiscal Officer from April 1, 2019 through her retirement date of May 31, 2019. The Board unanimously approved a motion to accept the recommendation of the Personnel Committee to re-hire Cynthia Uttermohlen as the Deputy Fiscal Officer from April 1, 2019 through her retirement date of May 31, 2019 with a pay raise of 4%.
- Recommendation to Hire a Deputy Fiscal Officer. The Board unanimously approved a motion to accept the recommendation of the Personnel Committee to hire Margaret Fingers as the Deputy Fiscal Officer at an annual salary of \$55,000, effective June 3, 2019.

**DIRECTOR'S REPORT**

- Director's Update. Ms. Senft-Paras reported on the following:
  - Facilities:

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- The Centerville Library program room is finished. There is new flooring, cove base and a chair rail to protect the walls from damage.
- The burner on one of the boilers at Centerville Library needs to be repaired. Quotes were solicited from two contractors who submitted pricing to repair the existing burner, replace the existing burner or to replace the entire boiler. Ms. Senft-Paras recommends repairing the existing burner which will cost between \$4,291 - \$4,360.
- Facility improvements at Centerville Library continue. The staff break room is being painted. New chairs are being ordered for the break room and for staff desks from the same furniture company we worked with at Woodbourne Library.
- Carpet squares will be replaced at the entrance and the conference room at Centerville Library on March 21 and 22.
- The Burgeon Group has put final touches on the Woodbourne Library children's interactive wall and will ship it in next week. Sandy Sanner of Sanner Painting will paint a background on the wall on March 20 in preparation for the installation. Facilities Manager Gary Berry will install the interactive.
- The tiles for the donor wall are being produced. When complete, they will be shipped and sent to Fast Signs for etching of the donor names.
- Personnel:
  - Forty library staff participated in CPR/AED training on March 13 and 14 provided by Officer Scott Henry, Washington Township Fire Department's Public Education Specialist.
  - Staff serving as passport agents, specialist positions and above and administrative staff will complete the Ohio Ethics Commission webinar "The OH Ethics Law: Good Government in Action" as part of their 2019 development objectives.
  - Staff count is now at 114. We will be posting for several positions in the Youth Services Department because of relocation and retirement.
- Collections / Programs / Services
  - The Library is promoting the magazine collection in both digital and print formats in March. Check out the Flipster service for accessing magazines on-line.
  - On March 20 at 7 pm, we are hosting a second annual "My Favorite Poem Project" program based on Robert Pinsky's Americans' Favorite Poems project. Barbara Denison and Ms. Senft-Paras are reading poems.
  - On April 6, the Library is hosting the annual Volunteer Appreciation Luncheon at Woodbourne Library.
  - Improvements are being made to the publicity flyers for content, reproducibility and uniformity. Ms. Senft-Paras distributed examples from the FixIt Clinic, teen and adult programs.
- Other
  - Friends of WCPL:
    - The Friends annual meeting was held on Sunday, March 10 with 27 in attendance. President Marilouise Beeman's term was renewed for another year. Barbara Denison presented the Friends Board with a letter of thanks from the Library Board and expressed our appreciation for all that they do. Adult Services Specialist Lauren Rura presented a program on our Make-It kits and program and had the audience make paper flowers. The first Library Make-It kits were funded by the Friends. Our robotic Make-It kit was also featured in this week's Centerville City Schools e-newsletter.
    - The next Friends Trivia Night is Thursday, April 11 at 6:30 pm at Heavier Than Air Brewery.

- Ohio Library Council – On Friday, March 22, Ms. Senft-Paras will attend an Ohio Library Council Government Relations / Legislative Committee meeting in Columbus in preparation for Legislative Day.

CONSENT AGENDA – Resolution No. 019-003 – Consent Agenda. Ms. Uttermohlen reported on the following:

- The revenues through February are down because of the timing for real estate tax advances.
- Expenditures through February are almost the same as February 2018.
- The earnings credit percentage increased from 0.50% to 0.75%. The US Bank representative will make it effective immediately.

The Board adopted Resolution No. 019-003, a consent agenda approving the following action items:

- Approval of February 19, 2019 Regular Board Meeting and February 22, 2019 Special Board Meetings Minutes
- February Financial Statement, Notes to the February Financial Statement and Investment Report
- Payment of March Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain from payments to Centerville Landscaping, Creative Impressions and The New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

#### NEW / OLD BUSINESS

- Transfer of Funds. The Board unanimously approved the following transfer of funds.
  - \$6,000 from #101.00.58900 Contingency to #101.10.53270 Legal Ads
  - \$3,100 from #101.00.54510 Online Databases to #101.00.54810 eBooks
  - \$30,000 from #101.00.58900 Contingency to #101.10.53730 Architect / Engineering Services
- Renewal of The Ohio Plan Insurance Policy. Ms. Uttermohlen referred to the renewal quote to continue the building / liability insurance through The Ohio Plan. One of the new coverages added to the policy is Cyber Liability. There are several options to increase the Cyber Liability limit, which are itemized in the board meeting packet. The Board unanimously approved a motion to renew coverage with The Ohio Plan in the amount of \$20,457 and to increase the Cyber Liability limit to \$500,000 with a \$25,000 deductible for an additional premium cost of \$415 for a total premium of \$20,872, effective April 14, 2019 through April 13, 2020.
- 2018 Return on Investment Report. Ms. Uttermohlen reported that the 2018 return on investment report shows that patrons receive a direct benefit to spending ratio of \$4.31 back for every \$1.00 received from state and local support.
- Ethics and Conflict of Interest Policies. Ms. Uttermohlen sent an updated copy of the Ohio Ethics Law to all Board members since there was a revision last year. This is part of the orientation given to a new Board member. She also distributed copies of the Ethics and Conflict of Interest policies to all Board members found in the Fiscal and Board Governance policy manual.

#### OTHER

Mrs. Herrick moved for adjournment at 8:52 p.m.

C. Uttermohlen