

Synopsis of Board Meeting

March 16, 2021

Via WebEx

CALL TO ORDER at 7:01 p.m.

ROLL CALL – Mr. Bowling, (7:15); 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; Ms. Robinson, Human Resources Manager; Ms. Billman Royer, Burges & Burges; and members of the public.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

Executive Session. The Board retired into executive session at 7:03 p.m. to prepare for, conduct, or review a collective bargaining strategy and 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, Absent; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

- Mr Bowling arrived at 7:15 p.m.
- The President returned the meeting to open session at 7:45 p.m.

Personnel Committee:

- 2021 Pay Rates for Fully-Benefited Non-Bargaining Unit Staff. Ms. Robinson presented pay increase recommendations for the fully-benefited non-bargaining unit employees. The Board unanimously approved the merit pay rate increases in range of 0%-3.75% based on prior year for performance for fully-benefited non-bargaining unit staff also a one-time lump sum payment for one employee who is at a maximum range, effective April 1, 2021.

DIRECTOR'S REPORT

Director's Update. Ms. Fultz reported on the following:
The WB Adult Services new desk has been installed.

▪ **FACILITIES**

❖ Centerville Library

➤ Parking lot project

- Outside benches and trash cans installed – completes parking lot project

❖ Woodbourne Library

➤ No roof leaks with the snow and rain

➤ Some bollard lights quit working, replacing all the ballasts under warranty

▪ **PERSONNEL**

- ❖ One staff member tested positive – determined no other staff had been exposed and no other cases since confirming the library's safety procedures are working.

▪ **COLLECTIONS/SERVICES/PROGRAMS**

- Evening hours resumed 3/1 –

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

- Average of 47 people coming in during the evening at Centerville; 27 at Woodbourne
 - Daily average is 467 at Centerville and 294 at Woodbourne
 - 6:00-7:00 is the busiest of the evening hours, with nearly no one coming in 8:00-9:00
 - Annual Report mailed to households on 3/9 – postcard this year with QR Code to go to online report
 - Saved around \$2,000 in printing costs
 - Interactive with links to storytime recording, escape room, etc.
 - Allows for tracking number of people who viewed it
 - Climate Awareness Art Exhibit at Woodbourne – up through the end of the month, receiving nice publicity through two DDN articles and Channel 2 News segment
 - Library App – will go live in the App Store and Google Play on 3/22, with promotions to begin 4/1. The App can check out items on the mobile device, connect to the library calendar and connect family cards among other things.
- **OTHER**
- ❖ Centerville Arts Commission donated \$500 to sponsor 5-monthly art programs for kids
 - First program is a project based on Monet’s Water Lilies
 - ❖ Tim Kambitsch, Dayton Public Library Director, retired at the end of February - Jeffrey Trzeciak named as replacement to start April 1

CONSENT AGENDA – Resolution No. 021-003– Consent Agenda. Ms. Fingers reported on the following:

The library received an additional \$879,265 in levy payments in March making the YTD compared to last year off by only \$7000.

The Board adopted Resolution No. 021-003, a consent agenda approving the following action items:

- Approval of February 16, 2021 Regular Board Meeting 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 Buck Run doors, Centerville Landscaping, Creative Impressions, Enterprise Roofing and The New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Renewal of The Ohio Plan Insurance Policy. Ms. Fingers referred to the renewal quote to continue the building / liability insurance through The Ohio Plan. The Board unanimously approved a motion to renew coverage with The Ohio Plan for a total premium of \$22,357, effective April 14, 2021 through April 13, 2022.
- Mandel Property Update. Mr. Hanseman reported that Mr. Conley from Oberer made a few changes to the Letter of Interest (Intent) such as increasing the amount from \$485,000 to \$500,000 and decrease time of due diligence to 120 days. The interested party accepted the changes and the Letter of Interest (Intent) was signed by Ms. Fultz on behalf of the library. Mr. Hanseman said that the interested party can walk away at any time. He also stated that

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Mr. Carr reviewed an old title search that showed the easements to the property and that it still has access to route 48. The Board approved, with 1 member abstaining, the actions of Mr. Hanseman and Ms. Fultz regarding the agency agreement and the changes to Letter of Interest and consideration of a proposed contract, subject to the Board's review.

- Payroll Carry-Over Write-Off. Ms. Fingers reported that the new fiscal software will be going live towards the end of the month. There are a few payroll deduction amounts that have carried over every year for over approximately 7 years that equal about \$1600. Will be writing off amounts that are not part of the current year. A state auditor was contacted and said the amount is considered insignificant and can be written off with the Board's approval. The Board unanimously approved the write-off of these payroll deduction carryovers.
- Levy Discussion. Ms. Fultz stated that at the next board meeting the Board will need a resolution to move forward in the levy process so a decision should be made on the amount and term for the next levy. Ms. Fultz went on to discuss levy options and impacts. Some discussion was held and Ms. Fultz recommended to the Board a renewal for a continuing period of time. Ms. Fultz stated Ms. Billman Royer was there to answer any questions. Mr. Carr once again thanked Ms. Billman Royer and the Burges & Burges staff for the great data provided by the survey and Burges & Burges. He stated that a continuous renewal should not be a problem since the library has managed their money well.
- July 5th Closing. Ms. Fultz stated that the Americana Festival & Parade are planned for Monday, July 5th. Ms. Fultz noted that route 48 would be closed for a while and to support the city, she proposed closing the library on that day. The Board unanimously approved the closing of the library on July 5th.

OTHER

Mrs. Herrick moved for adjournment at 8:26 p.m.

M. Fingers