

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**

**BOARD MEETING MINUTES**

March 21, 2023

**CALL TO ORDER**

The regular Board of Trustees meeting for March 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:00 P.M.

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

**HEARING OF THE PUBLIC**

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

**EXECUTIVE SESSION**

Mr. Nunna moved to adjourn to Executive Session pursuant to ORC §121.22(G)(1), for the purpose of discussing the compensation of public employees. Mrs. Suttman 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The Board entered into Executive Session at 7:01 p.m.

At 7:21 p.m., the Board returned to open session.

**RESOLUTION NO. 023-007: CHANGES TO PAY RANGES**

Mr. Talda moved for the approval of Resolution No. 023-007 to make market adjustments to pay ranges, minimum and maximum of the pay ranges by two (2) percent and five (5) percent respectively, effective April 1, 2023 with exception of pay ranges for Shelving Assistants and Public Services Library Aides/Substitutes. Mrs. Herrick 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

Resolution No. 023-007 is approved.

**RESOLUTION NO. 023-008: MERIT INCREASES AND CHANGES TO CLASSIFICATIONS AND PAY RANGES FOR NON-BARGAINING UNIT EMPLOYEES**

Mrs. Herrick moved for the approval of Resolution No. 023-008 for the merit increase strategy range of 0% to 5% before midpoint adjustment, to be effective April 1, 2023. The Board of Trustees also approves the same compensation strategy to be used for all non-bargaining unit employees eligible for merit increases upon completion of their provisional period from April 1, 2023 to March 31, 2024. 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

Resolution No. 023-008 is approved.

**HUMAN RESOURCES POLICY REVISIONS**

Mrs. Robinson noted that several changes were necessary to the Employee Manual as a result of items approved in the Collective Bargaining Agreement.

The policies requiring changes were:

- Salary Recognition of Degree Completion
- Parenthood Leave
- Funeral Leave
- Holiday Pay
- Vacation Leave

Policies are appended to the minutes.

Mrs. Herrick moved for the approval of the policies as written. Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

Policy revisions are approved.

### **LONG-RANGE FACILITIES COMMITTEE**

Mr. Nunna noted that the Long-Range Facilities Committee had met immediately prior to this meeting. Among the items that were discussed were the timeline for the Centerville Library renovation and the long-term home for Creativity Commons.

As a result of these discussions, the committee has two motions for the approval of the board.

Mr. Nunna moved to authorize Mrs. Fultz, Library Director, to formally work with a realtor to find options for either Creativity Commons or Library Administrative Offices. Mr. Bowling seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

Mr. Nunna moved to approve the placement of a legal advertisement for the purpose of receiving the Statements of Qualifications from firms interested in contracting for design services for the space evaluation and refurbishment of the Centerville Library. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

### **APPROVAL OF MINUTES**

Mrs. Cline moved for the approval of the February 21, 2023 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 2 (Herrick, Suttman)

Motion is approved

### **DIRECTOR'S REPORT**

- **FACILITIES**
  - ❖ Centerville Library
    - HVAC project
      - Final walk through scheduled 3/23 to verify scope and complete plans
  - ❖ Woodbourne Library
    - Pumping/wellness room built in staff break room
    - HVAC project
      - Quotes for boiler install due 3/23 at 10:00
  - ❖ Creativity Commons
    - Averaged 41 visitors per day in February
  - ❖ Van
    - Will pick up this week

- **PERSONNEL**
  - ❖ Recruiting for student shelvers in Materials Handling, Public Services Aide, and Summer Reading Club Assistants
  
- **COLLECTIONS/SERVICES/PROGRAMS**
  - ❖ Upcoming programs and exhibits
    - Women Strong – 4/5 through 5/2
  - ❖ 6Stories – new series for teens about the art of storytelling
  - ❖ The Wall That Heals – waiting for approval to begin releasing communication pieces
  
- **OTHER**
  - ❖ Centerville Lifestyle magazine photo shoot at Woodbourne
  - ❖ PLF update – changes to tax laws still being debated at the Statehouse
  - ❖ Friends events
    - Trivia – 4/6
    - Annual Meeting – 4/23, election of new officers
    - Book sale – 4/27 – 4/29

**FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for February 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.

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

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

- b. Payment of March Expenditures

Mr. Bowling moved to approve the payment of March expenditures, and Mr. Nunna 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

## **NEW/OLD BUSINESS**

### **a. Renewal of Property/Liability Insurance for 2023**

Mr. Monteith noted that he and Mrs. Fultz met with our insurance agent on Friday, March 17, 2023 to discuss the renewal of the insurance. The increase from the prior year was about \$400. He went on to discuss the possible addition of the Malicious Acts coverage to our policy this year. This is designed to provide additional coverage to the library in the event of an act such as a mass shooting or other malicious act. The board was in agreement that the cost of the additional coverage was pretty minimal, especially in relation to potential exposure to loss as a result of one of these events.

Mrs. Suttman moved to approve the renewal of the Property/Liability Insurance with the addition of the Malicious Acts coverage for the period of April 14, 2023 to April 13, 2024. Mrs. Cline seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

The motion is approved

## **ADJOURNMENT**

Mrs. Suttman moved to adjourn the meeting at 8:05 PM

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**President**

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**Secretary**