

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 17, 2026

CALL TO ORDER

The regular Board of Trustees meeting for March 2026 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, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Absent**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mr. Seyer, **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 a request to speak at the meeting from Sidney Blair. However, it does not appear that Ms. Blair is here. Mr. Monteith suggested that we move on to the executive session. If Ms. Blair does arrive in that time, we can have her speak after the executive session concludes.

EXECUTIVE SESSION

Mrs. Cline moved, pursuant to ORC § 121.22(G)(1), for the purpose of considering the compensation of a public employees. Mrs. Denison seconded the motion.

The roll call vote was as follows:

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

At 7:02 p.m., the Board entered into executive session.

At 7:28 p.m., the Board exited executive session. Board President Carol Herrick returned the meeting to open session.

HUMAN RESOURCES PRESENTATION

Mrs. Denison moved to authorize the Fiscal Officer to make corrections in the UKG system to leave accruals because of errors uncovered during the implementation process. Mr. Nunna seconded the motion.

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

Human Resources Manager Don Salvatore then presented the 2026 merit strategy for fully and partially benefited staff subject to the merit increase process.

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 17, 2026

He stated that there were eighteen employees, comprised of exempt and non-exempt staff, that participated in the performance management process this year. The proposed merit increases range from zero to 3.5 percent, with the average increase being 3.15%.

Mrs. Cline moved to approve the merit strategy for fully and partially-benefited staff subject to merit increase process. Mr. Seyer seconded the motion.

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

Mr. Salvatore discussed the current pay ranges. He stated that the board approved pay range updates last year, with a supplemental increase in the pay ranges related to the increase in the Ohio minimum wage occurring in November. No further changes are currently necessary.

Mr. Salvatore then discussed the new positions and the necessary additions to the Organizational Chart. There are four positions that currently do not exist that will need to be added. These positions are the Systems Team Leader, Outreach Agent, Makerspace Team Leader and Business Specialist.

Mr. Nunna moved to approve the addition of these positions to the Library's Organizational Chart. Mrs. Denison seconded the motion.

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

Mr. Monteith then stated that there was one additional item that we needed to address at this time. He stated that there was a policy within the Fiscal manual that requires that all staff be hired on an annual basis. Mr. Monteith stated that he was not aware of legal reasoning for this, at this time, but that it is still a matter of policy. He asked the board to approve rehiring of all fully benefited staff at this time.

Mrs. Cline moved to rehire all fully benefited staff, effective April 1, 2026. Mr. Nunna seconded the motion.

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

COMMITTEE REPORTS

The Foundation Committee reported that the tentative date for the Gala will be August 22, 2026. The public grand opening will occur on August 30, 2026.

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 17, 2026

DIRECTOR'S REPORT

- **FACILITIES**
 - Centerville Library
 - Phase 1 reopened Monday, March 16
 - Punchlist items
 - Furniture delays
 - Woodbourne Library
 - Exterior panels
 - Legacy Administration Building
- **COLLECTIONS/SERVICES/PROGRAMS**
 - Express movies discontinued
 - CD format (music and audiobooks) only available at Woodbourne
 - Creativity Commons usage statistics
 - Appointments more accurate reflection of use – up nearly 40% for January and February 2026 over same months 2025
 - SearchOhio – still work in progress
- **OTHER**
 - OLC Trustee Luncheon – April 6, 11:00-1:00 at Midpointe West Chester

FISCAL OFFICER'S REPORT

- a. Approval of the February 17, 2026 Meeting Minutes

Mrs. Denison moved for the approval of the February 17, 2026 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Seyer, Herrick)

The motion is approved.

- b. Mr. Monteith presented the monthly financial report for February 2026, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, February 2026 Bank Reconciliation, Monthly Investment Report and Personnel Items for the board's review and approval.

Mr. Nunna moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mr. Seyer seconded the motion.

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 17, 2026

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

The motion is approved.

c. Payment of March 2026 Expenditures

Mr. Monteith presented the check register for the period of February 17 through March 17, 2026.

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

The roll call vote was as follows:

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

The motion is approved.

NEW/OLD BUSINESS

a. Approval of Insurance Renewal

Mr. Monteith stated that the premiums are increasing by \$2,900 over the amount last year. He stated that the increase is, in part, due to the new cyber program being offered this year due to the cybersecurity requirements within HB96.

Mr. Monteith stated that he recommends the renewal of the insurance for the period of April 14, 2026 to April 14, 2027.

Mrs. Denison moved for the approval of the insurance renewal. Mr. Nunna seconded the motion.

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

The motion is approved.

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

March 17, 2026

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:20 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