

# *Synopsis of Board Meeting*

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May 21, 2019  
Centerville Library

**CALL TO ORDER at 7:01 p.m.**

**ROLL CALL VOTE:** Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Absent; Mrs. Denison, Absent; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Senft-Paras, Library Director; Ms. Utermohlen, Deputy Fiscal Officer; Ms. Fingers, HR Fiscal Assistant; John Fabelo of LWC Inc., Charlette Jouan, Adult Services Team Leader, Shelly Peresie, Youth Services Team Leader, and members of the public.

**HEARING OF PUBLIC - None**

## **COMMITTEE REPORTS**

### Personnel Committee:

- Executive Session. The Board retired into executive session at 7:02 pm to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Absent; Mrs. Denison, Absent; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

The President returned the meeting to open session at 7:35 p.m.

- The Board unanimously approved the motion to authorize the Chair of the Personnel Committee to negotiate with Bradbury Miller Associates to conduct the new director search subject to a written proposal for a maximum fee of \$18,000 plus travel costs and to negotiate a special meeting in June.

Long-Range Facilities Planning Committee Update – John Fabelo updated the Board on the following projects:

- Woodbourne Library Addition / Renovation Project:
  - Partial roof replacement – There are metal panels to be installed in two areas around the parapet. The roofing contractor will use the thinner panels in that area and will match them to the new panels. The contractor requested that LWC issue a certificate of substantial completion so the final payment can be released. LWC said that the nails used to secure the new roof penetrated the interior decking and need to be painted white before they will issue the certificate and begin the warranty.
  - Replacement of failed metal panels – Staffco Construction requires an additional \$938 to install the thicker panels which are taller and require additional supports and extra trim around the windows in the affected area. Four members of the Board approved and one abstained the motion to pay an additional \$938 to Staff Construction for the extra trim around the windows where the metal panels are being replaced and the extra support required.
  - Evening Sun at the Circulation Desk – LWC is working with the Library Administration to address the evening sun glare by considering a window film.
- Centerville Library Parking Lot Replacement Project. Mr. Fabelo reported that the surveyor, Burkhardt Engineering, completed their work. CBC Engineers will conduct soil borings later that week. Burkhardt Engineering gave a very rough, worse case scenario cost for the parking lot replacement. To remove and replace the asphalt and add all new curbing and parking lot islands with landscaping at \$439,000. The parking spaces would be reoriented in a north/south

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direction and the book drop would be marked one way. Four members approved and one member abstained the motion to authorize LWC to complete the scope of the project for \$47,600 which includes architectural, MEP engineering, civil engineering and landscaping. This does not include reimbursable expenses.

**STAFF PRESENTATION** – Summer Reading Club. Ms. Peresie and Ms. Jouan presented the following information:

- Baby & Toddler: for newborn to 36 months. A free board book will be given to participants courtesy of the Friends of WCPL.
- Children: for ages 3 to grade 5. This group has a space theme. To complete a card, kids can either read 60 books or read for 30 hours. To date, there are 650 registrants in this age group. If parents give their consent, the results of the reading club will be shared with the Centerville Schools' teachers as an indicator of the student's summer reading.
- Teen: for grades 6-12. If the students read 8 books by July 31, they will be entered into prize-pack drawings. If they read 4 books by June 22, they can enter a drawing for Kings Island passes.
- Adult: Book Bingo cards are available at the Library. Completed horizontal, vertical, diagonal line or all 25 squares can be submitted in person, on social media, emailed or mailed to be entered into a prize drawing.

### **DIRECTOR'S REPORT**

- Director's Update – Ms. Senft-Paras updated the Board on the following:
  - Facilities:
    - The 1995 Centerville Library chiller is no longer working. It will be replaced for \$35,597 and installed for \$15,315.
    - One of the backflow devices at Centerville Library began leaking and will be rebuilt at a cost of just over \$4000.
    - The Ohio Plan performed a cyber-security assessment for the Library and rated us excellent. They advised more cyber training for the staff.
  - Personnel:
    - Sarah Ferguson is our new Fiscal Assistant.
    - Kelly Tambe is a new Youth Services assistant.
    - Molly Bebko is a returning Summer Reading Club Assistant and former Teen Advisory Board member.
    - Kalliope Bessler, Vismaya Manchaiah, Salha El-Shwehdi are the 3 other Summer Reading Club Assistants.
    - At the April 18 Bureau of Workers Compensation award ceremony, we received the Group Award for our efforts in preventing accidents and injuries in the workplace and the Special Award for 802,314 hours worked from January 17, 2013 to May 10, 2018 without accidents.
    - In April, Public Services Liaison AJ Schwab developed an eNewsletter for the Materials Handling staff called *The Shelves Tribune* to share reminders, convey important information for clear instructions on work procedures.
  - Programs:
    - One of our new maker programs, Paint Your Pet's Portrait, debuted earlier this month. This two hour program attracted 12 people. Using canvases, acrylic paints, transfer paper, and a little creativity, Adult Services Specialist Lauren Rura helped the participants transform blank canvases into outlines of the attendees pets using the photos sent to her before the class began. Using digital software, she printed the images on the canvas for participants to trace. Once traced, attendees were taught to create their own paint colors, which inspired some unique colors and very exciting portraits. Positive comments poured in after the class with one participant even stating that after

learning that the Library offered so many amazing programs for adults, she wouldn't even have to think about her vote when a levy comes around—it would be an automatic “Yes.” One couple was so excited about the class that they chose to attend as part of their anniversary celebration. Needless to say, this program was so popular that another Pet Portraits class is on the roster for July. The program cost totaled \$34.60 at \$2.88 per person.

- Public Services received letters and certificates from the Passport Auditor regarding our most recent passport audit. The letter states that the auditor was very impressed with both of our facilities and found everything to be in compliance. There were no improvements for us to make. Congratulations to all our passports agents and to Public Services Team Leader Allison Kamm for coordinating this service.
- On April 1, the Youth Service Department teamed up with a group of Wright State MBA students for a fun financial literacy program for kids that served as a final project for the Wright State students. They taught a group of 27 third- through fifth-grade children about saving, spending, borrowing, and lending, with some fun activities, including one where they had to make smart spending decisions with play money. The kids gave the students rave reviews, and the WSU students' professor, who came to watch, said that it was one of the most successful final projects he had ever
- Other:
  - The Friends of WCPL are supporting the Tuesday June 4 opening night of the JCC Film Festival by encouraging their members to attend the festival's first film, *The Samuel Project*, starring Hal Linden. It is the story of a teenager who gets to know his grandfather, **Samuel**, for the first time when he makes him the subject of an animated art **project** for school. With dreams of becoming a professional artist, he discovers that his grandpa, a Jewish dry cleaner, was heroically saved from Nazi capture in Germany by a young woman when he was a boy. The film will be shown at the Dayton Art Institute at 7 pm. Tickets are \$9.00 online or at the door

**CONSENT AGENDA** – Resolution No. 019-006 – Consent Agenda. Ms. Uttermohlen reported on the following:

- May PLF distribution is 19.8% more than the Ohio Department of Taxation's estimates
- April PLF revenues exceeded estimates dues to personal income tax receipts for tax filings
- 2016-2018 PLF and Operating Levy Income and General Fund Expenditures Charts were reviewed. These were developed to monitor cash flow and indicate months when money is available to invest.

The Board adopted Resolution No. 019-006, a consent agenda approving the following action items:

- Approval of April 16, 2019 Regular Board Meeting Minutes
- April Financial Statement, Notes to the April Financial Statement and Investment Report as corrected
- Payment of May 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, LWC, Rieck Services, Superior Mechanical and The New York Times; Mrs. Cline, Absent; Mrs. Denison, Absent; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

## **NEW / OLD BUSINESS**

### Transfer Funds.

Ms. Fingers presented the following transfer of funds necessary to establish an account for a new materials format, consultant fees for the new director's search and architectural fees for the

Centerville Library parking lot replacement. The Board unanimously approved a motion to transfer the following funds:

- \$6,000 from #101.3410 Property Insurance to #101.4360 Preloaded Learning Tablets
- \$55,000 from #101.8900 Contingency to
  - \$25,000 #101.3910 Temporary Contract Services
  - \$30,000 #101.3730 Architect Services

Revised Credit Card Policy: Ms. Fingers presented a revised credit card policy to align with the State of Ohio's House Bill 312 that went into effect in 2019. WCPL will establish the Compliance Officer policy over credit cards. A Compliance Officer is appointed by the Board to review the number of cards and accounts issued, the cards' and accounts' expiration dates and the cards' and accounts' credit limits. The Fiscal Officer will continue to review monthly the credit card account transaction detail and sign attesting the review. The Board unanimously approved a motion to revise the credit card policy attached to and made a part of the minutes; furthermore to appoint the Director as the Compliance Officer.

## **OTHER**

Mr. Hanseman moved for adjournment at 8:55 p.m.

C. Uttermohlen