

Synopsis of Board Meeting

May 19, 2020

WebEx

CALL TO ORDER at 7:00 p.m.

ROLL CALL VOTE: Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Present; Mrs. Herrick, Present; Mr. Nunna, Present; also Ms. Fultz, Library Director; Ms. Fingers, Deputy Fiscal Officer; and members of the public.

HEARING OF PUBLIC - Mr. Carr responded to an email to the Board on executive sessions from an employee. Mr. Carr thanked the employee for emailing them. He then went on to say that he read about the Open Meetings and the Executive Session Statute which has a subsection that covers personnel matters. The personnel section has a long list of items and at the end of the list, it states the public entity must identify one or more of those items when going into executive session. Washington-Centerville Library has always identified one or more of those items when going into executive session. He then said, a 1990 Court of Appeals case that a city council went into executive session without citing any of the items before going into executive session. In the explanation the court said they should cite the specific section you are meeting about but the statute states you can cite multiple ones. He stated it was a fine point in both senses, it is a detail in the statute and a good point to raise. WCPL has been in compliance with the statute we have always stated what we are going into executive session for and have at times listed multiple items. Mr. Carr mentioned that he and Mr. Hanseman spoke early that day. Mr. Hanseman said that we have been in compliance when we list the possible items but we can be more specific when we make a motion to go into executive session. Mr. Hanseman stated that we do not need to change our agenda practices. Mr. Carr added the disclaimer that he and Mr. Hanseman are expressing these opinions as members of the Board not as legal opinions. Mr. Nunna said he agreed with Mr. Carr and Mr. Hanseman. Mr. Carr stated the Board has been very careful but we can be more careful.

COMMITTEE REPORTS

Personnel Committee:

- Executive Session. The Board retired into executive session at 7:06 p.m. to consider the appointment and 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 7:23 p.m.
- The Board unanimously approved the re-hiring of the Deputy Fiscal Officer, Maggie Fingers, effective June 3, 2020 with a salary compensation increase of 2.5%.

DIRECTOR'S REPORT

- Director's Update – Ms. Fultz updated the Board on the following:
 - Facilities:
Centerville Library- Parking lot project
The south side has been filled in with gravel. It has been delayed due to rain. Plan on stripping the north side of the parking lot this week with thoughts they will not need to dig as deeply. LWC will provide an accelerated schedule this week which Ms. Fultz will send to the

Board as soon as she gets it. Ms. Fultz provided pictures taken this morning. Mr. Nunna wanted to know if the rain affected the parking lot, he will stop by and see later on this week.

- Personnel:

Shared Work Ohio and Furloughs started last week, May 10th. WCPL received notice from Ohio on May 8th that the application for SharedWork was approved. We had all but one SharedWork employee get their application on time. The other person did get it in, just late. Ms. Robinson, HR Manager, was able to get the paperwork going to certify hours worked. Ms. Fultz stated that she received positive comments from staff thanking the Board and the library for all of their support.

- Programs:

Ms. Fultz listed all of the work staff have completed at home while the library was closed to the public:

- Online chat assistance
- Email assistance
- Planned for virtual Summer Reading Club for kids and teens
- Prepared Book Bingo for adults
- Movie and music recommendations from digital collection
- Updated reading lists
- Video promoting what staff have been reading
- Created and delivered one-time programs:
 - Virtual family trivia
 - Kids in the Kitchen
 - Great Expectations
- Recurring programs:
 - Fun with Frosting
 - STEM with Sarah
 - ASL lessons
 - Taste Test Tuesday
 - Virtual storytimes
 - Crafts for adults and kids
 - Early literacy tips
 - Kanopy movie nights
- Hosted virtual meetings:
 - Maker group meetings – knitting, needle felting, cake decorating
 - Job seekers/Networking groups
 - Several book discussion groups
 - Staff department meetings
- Created digital escape room
- Made how-to videos, like how-to make a face mask
- Star Wars character quiz
- Prepared statistics
- Created lists of books and AV items to order
- Evaluated database subscriptions
- Reviewed continuations
- Professional development
- Printed face mask extenders
- Stayed current on protocols and changes in policies

The Board unanimously approved a motion for a resolution thanking the staff for their diligence during the time they worked from home.

- Other:

Ms. Fultz went on to discuss re-instating library services. The library will re-instate library services in phases in accordance with the guidelines of the Ohio Department of Health and the Ohio Library Council. The OLC sent out a roadmap and guidelines that libraries need to open back slowly. No one wants libraries to become secondary incubators of the virus.

- The first phase has already been completed in which the managers, team leaders and some essential staff worked in the buildings. Started the process of curbside pickup and contacted patrons with existing holds.
- The library is currently in phase 2 which is the continuation of curbside pickup with existing holds and going over the more than 1600 items on hold list. We have limited staff return to work on a reduced hour schedule.
- Phase 3 is allowing patrons into the library for limited services. Looking at when the time is right to start letting people into the building. Limited to coming in getting items, checking out and going. Concerns with opening up the public computers. We recognize the computers are an essential service for some people. Having a hard time finding cleaning supplies that are appropriate for electronics. Concerned about disinfecting the computers properly. Slowly allow other limited services.

Ms. Fultz has been in communication with other midsize libraries throughout the state and they have about the same time line as we do. Dayton Metro has no plans to reopen. Ms. Fultz said she is a bit apprehensive with being the only library open and handling the demand. A few Board members stated that we can open even if our neighbor libraries are not. Book return was opened yesterday at WB. In 2 days we have filled five 45 gallon trash cans full of materials. All materials that come back must be quarantined for 3 days. Fines are being waived until the buildings are open to the public. We will continue to look for cleaning supplies and do a quiet launch. Installed plexiglass barriers. One Board member asked what the timeline is for opening to the public. Ms. Fultz stated June but no firm date yet. Another member asked about requiring masks of patrons which we will strongly encourage patrons but not require.

CONSENT AGENDA – Resolution No. 020-008– Consent Agenda. Ms. Fingers reported on the following:

- Montgomery County Auditor’s office notified Ms. Fingers on 4/22/20 that they erroneously sent our \$190,849.14 2020 real estate tax settlement advance for April to Wright Memorial and we received Wright Memorial’s advance of \$32,805.71. Montgomery County Auditor’s office told her they can only transfer funds into an account not take funds away and they had contacted Wright Memorial to remit the funds to WCPL. Wright Memorial said they would cut us a check so their Board can approve such a large sum. Their Board met last night and will be mailing our check out on Wednesday. It was mentioned to Montgomery County that we would like to receive the interest on our money while it was in Wright Memorial’s possession. Montgomery County notified Wright Memorial of that request.

The Board adopted Resolution No. 020-008, a consent agenda approving the following action items:

- Approval of April 21, 2020 Regular Board Meeting Minutes and May 7, 2020 Special Board Meeting Minutes
- April Financial Statement, Notes to the April Financial Statement and Investment Report as corrected
- Payment of May Expenditures

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

NEW / OLD BUSINESS

Transfer Funds.

Ms. Fingers presented the following transfer of funds necessary for the Centerville Library parking lot replacement, unemployment and organizational dues. The Board unanimously approved a motion to transfer the following funds:

- \$100,000 from #101.00.8900 Contingency,
\$20,000 from #101.14.3800 Software Maintenance,
\$30,000 from #101.10.5400 Building Improvements,
\$20,000 from #101.14.5510 Computer Hardware,
\$23,000 from #101.14.5520 Computer Software to
#101.10.5200 Land Improvement-CV which is \$193,000

- \$2,700 from #101.10.1120 PS Library Specialists
\$7,500 from #101.11.1120 AS Library Specialists,
\$3,100 from #101.12.1120 YS Library Specialists,
\$1,900 from #101.13.1120 Teen Library Specialists,
\$7,600 from #101.10.1140 Public Services Assistants,
\$1,300 from #101.12.1140 YS Public Services Assistants,
\$5,900 from #101.30.1130 Technical Services,
\$1,500 from #101.11.1145 AS Substitutes,
\$3,000 from #101.14.1155 Systems Administrative,
\$2,000 from #101.15.1155 CR Administrative,
\$300 from #101.18.1155 Fiscal Administrative,
\$2,100 from #101.10.1170 PS Library Aides,
\$3,500 from #101.19.1180 Shelving Assistants to
#101.00.51930 Unemployment Benefits which is \$42,400

- \$540 from #101.22.3600 Electric-WB to #101.10.7110 Organizational Dues

Discussed future meetings while Centerville Library is closed & keeping social distancing. Possible in person or virtual meetings depends if the ban on gatherings of 10 or more people is lifted. June's meeting is TBD.

OTHER

Mr. Bowling moved for adjournment at 7:55 p.m.

M. Fingers