

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

May 17, 2023

CALL TO ORDER

The regular Board of Trustees meeting for May 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:30 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, **Absent**; and Mr. Talda, **Absent**; 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 no hearing of the public.

EXECUTIVE SESSION

Mr. Bowling moved to adjourn to Executive Session for the purpose of discussing the employment of a public employee. Mrs. Cline 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>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The board entered executive session at 7:31 p.m.

Mrs. Suttman arrived at 7:33 p.m.

At 7:45 p.m., the Board exited the executive session. Mrs. Denison returned the meeting to open session, stating that there would be no further action as a result of matters discussed during the executive session.

REQUEST FOR QUALIFICATIONS

The Long-Range Facilities Committee presented the ranking of the Request For Qualifications firms. Each member of the committee had previously ranked the RFQ submissions. Based on

their rankings, it was determined that the top 4 firms would be brought in for an interview during July.

Mr. Bowling moved to interview the following four firms:

- HBM
- Bialosky
- Hafer
- LWC

Mr. Nunna seconded the motion. The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

Motion is approved. The next step in the process is to move to the Request for Proposal stage. Interviews will be scheduled with each of the firms.

SEALED BIDS

Mr. Monteith stated that sealed bids had been received for the Woodbourne Boiler addition. The sealed bids came in the same as the informal bidding process. Sidney Electric was determined to be the lowest and best bidder. Roger Butler from Tri-Tech Engineering provided us with a letter recommending that the bid be awarded to Sidney Electric.

Mrs. Suttman moved to authorize negotiations with Sidney Electric for the Woodbourne Boiler addition, in an amount up to \$100,000. Mr. Nunna seconded the motion.

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

Motion is approved.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the April 18, 2023 Meeting Minutes as amended. Mrs. Cline seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 1 (Nunna)

Motion is approved

DIRECTOR'S REPORT

▪ **FACILITIES**

- ❖ Woodbourne Library
 - Broken window – side facing Far Hills
- ❖ Centerville Library

- ❖ Creativity Commons
- ❖ Van
 - Being wrapped this week
- **PERSONNEL**
 - ❖ Public Services Team Leader moving into Systems Department
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ New patron catalog launched – Vega Discover
 - ❖ Summer Reading Clubs started this week
 - Kick off event – 5/20
 - ❖ Upcoming programs and exhibits
 - Small Business program, Access to Capital – 6/1
 - ❖ The Wall That Heals –
- **OTHER**
 - ❖ Friends events
 - Trivia – 6/8

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for April 2023, including the financial statements (Cash Position, Revenue Summary, Revenue BVA, Expense Summary, General Fund Expense BVA), 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. Nunna seconded the motion.

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

- b. Payment of May Expenditures

Mrs. Herrick moved to approve the payment of May expenditures, and 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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

NEW/OLD BUSINESS

a. Resolution No. 023-012: Supplemental Appropriations – “The Wall That Heals” Fund

Mr. Monteith stated that in order to make expenditures from “The Wall That Heals” Fund, a supplemental appropriation is necessary. We are asking the Board to approve appropriations in the following amounts:

#203 – “The Wall That Heals” Fund

Account	Description	Appropriation	
203.00.52120	Program Supplies	\$	3,200.00
203.00.52140	Postage	\$	100.00
Total General/Administrative Supplies		\$	3,300.00
203.00.53275	Publicity Ads	\$	600.00
203.00.53290	Printing/Publications	\$	600.00
Total Communications/Printing/Publicity		\$	1,200.00
203.00.53510	Equipment Rental	\$	900.00
Total Rents and Leases		\$	900.00
203.00.53720	Speaker Stipends	\$	100.00
203.00.53790	Other Professional Services	\$	2,500.00
Total Professional Services		\$	2,600.00
203.00.53911	Site Fee	\$	11,000.00
Total Other Contract Services		\$	11,000.00
Total "The Wall That Heals" Fund		\$	19,000.00

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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The resolution is approved.

b. Appropriation Transfer

Mr. Monteith explained that an appropriation transfer is necessary due to delivery services continuing, and the Search Ohio delivery costs being due. Additionally, these fees are being moved to a different account code, which necessitates Board approval.

The second part of this appropriation transfer relates to some on-going legal fees related to labor issues.

The proposed transfer is as follows:

<u>Account Code</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
101.10.53910	Temporary Contract Services		\$ (5,204.45)
101.14.51155	Administrative Support Salaries		\$ (9,500.00)
101.00.54600	Search Ohio Delivery Fees	\$ 12,204.45	
101.00.53750	Legal Services	\$ 2,500.00	
		<u>\$ 14,704.45</u>	<u>\$ (14,704.45)</u>

Mrs. Herrick moved to approve the requested appropriation transfer. Mrs. Suttman seconded the motion.

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

Motion is approved.

c. Authorization for Placement of Legal Advertisement for the boiler replacements at the Centerville Library

Mr. Monteith stated that this authorization is being requested to allow for the placement of the legal advertisement for the Centerville Library boiler replacement project. The exact wording of the advertisement, and dates are still being worked out, but we anticipate that it will be sent to the Dayton Daily News by the end of the week, with bids being due sometime in June.

Mr. Nunna moved to authorize the placement of the legal advertisement. Mrs. Herrick seconded the motion.

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

Motion is approved.

d. Resolution No. 023-013: Authorization for Fiscal Officer to Open Bids

The Ohio Revised Code states that bids shall be opened, and publicly read by the Fiscal Officer at the next meeting of the Board after the expiration of the advertisement. The Board is able to authorize the opening of the bids immediately upon the expiration of the time for filing by the Fiscal Officer, the tabulation of the bids, and a report on the tabulation at the next meeting of the board by resolution.

We are asking the Board to approve this resolution to allow for the opening of the bids and report on the tabulation to be provided at the June meeting.

Mr. Nunna to authorize the Fiscal Office to open the bids at the time of the expiration of the filing period. 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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The resolution is approved.

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:39 P.M. Mrs. Suttman seconded the motion

President

Secretary