

Synopsis of Board Meeting

June 16, 2020

Via WebEx

CALL TO ORDER at 7:04 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 present Ms. Fultz, Library Director; Ms. Fingers, Deputy Fiscal Officer, Ms. Robinson, HR Manager and members of the public.

HEARING OF PUBLIC - None

COMMITTEE REPORTS

The Board retired into executive session at 7:05 p.m. to prepare for, conduct, or review a collective bargaining strategy. 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 7:21 p.m.

Finance Committee: - Mr. Bowling reported that the Finance Committee and Financial Advisory Committee met on June 9 to review the 2021 Budget without any issues. Ms. Fingers commented on the following:

- PLF was projected at a 20% reduction from 2020 estimated revenue
- Levy was projected at a 3% reduction of 2020 estimated revenue.
- The 2021 Budget Recommendation was compared to the 2020 estimated expenditures.
 - The following are the changes in the General Fund from estimated 2020 to proposed 2021:
 - Salaries and benefits increased \$558,555 or 14.78% (Hiring freeze, furloughed partially benefitted & reduced hours for fully benefitted through SharedWork in 2020)
 - Supplies increased \$13,800 or 12.16% (reduced program supplies in 2020)
 - Purchased / Contract Services decreased \$7,530 or .67%(legal services for negotiations)
 - Library Materials decreased \$41,000 or 3.25%
 - Capital Outlay decreased \$732,700 or 78.66%(CV Parking lot in 2020)
 - Other Objects increased \$700 or 5.56%

Long-range projections indicate that the General Fund/Special Operating Fund will have more than \$5,000,000 in reserves at the end of the current levy period as requested by the Board.

Resolution No. 020-009 -2021 Budget. The Board adopted Resolution No. 020-009, the 2021 Budget as recommended by the Finance Committee/Financial Advisory Committee. 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.

Board meeting minutes are available for public inspection during library administrative office hours.

DIRECTOR'S REPORT

Director's Update – Ms. Fultz updated the Board on the following:

- Facilities:
Centerville Library Parking lot project
Gravel is down, islands are being formed, and preparations are being made for the curbs. Numbers from OE for the fill, which were confirmed with CBC, are lower than presented last month.
- Personnel:
Recalled six Materials Handling staff to help with check-in and shelving of materials
- Other:
PLF Formula:
Email exchange with Montgomery County auditor's office and the other 3 county libraries. Formula is not going to change except square footage would just be applied to one year and not be carried over to the next year base. The formula is intended to be effective until 2032. Any of the libraries may revisit the formula decision but must notify the other libraries.
Resolution at July meeting accepting the formula

Reopening WB:

June 22 for browsing and checkout, with these safety measures:

- Hours to be M-F 10:00-6:00 and Sat 10:00-5:00, we ask that the first hour M-F be for elderly and at-risk populations. Will look at reopening evening hours once Centerville is open.
- Curbside pickup will continue during these hours, unless demand drops significantly
- Plexiglass barriers installed at service desks
- Signage – reminders to stay home if sick, practice social distance, wear a mask, and wash your hands, where to wait, etc.
- Interior book drop is closed
- Chairs removed to discourage lingering, and seating areas blocked off
- Occupancy may be limited – will be monitored for first few days. Approximately 60 people
- Time limit on public computers (one hour per day per person), with assistance provided by phone or online chat
- High-touch items in children's room removed or covered – board books placed in grab 'n go bags, interactive wall covered, computers removed
- Restroom access limited to help with cleaning and drinking fountain inaccessible
- Regularly cleaning of surfaces, such as door handles, sinks, self-checkout machines, computers
- Meeting and community rooms unavailable
- No in-person programming until at least September

Tribute from Representative Jim Butler for 5-star rating

CONSENT AGENDA – Resolution No. 020-010– Consent Agenda. Ms. Fingers reported on the following:

- PLF was down 35% for May and 14% for June with an overall reduction from estimate of about 9%

- Levy is lower for May due to the Rollback Credit which we usually receive in May - was sent in June

The Board adopted Resolution No. 020-010, a consent agenda approving the following action items:

- Approval of May 19, 2020 Regular Board Meeting Minutes
- May Financial Statement, Notes to the May Financial Statement and Investment Report
- Payment of June Expenditures
- Personnel Items

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain from payments to Centerville Landscaping, Korreect Plumbing, and The New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

- Resolution No. 020-011-Diversity and Inclusion.
The Board adopted Resolution No. 020-011 on Diversity and Inclusion stating the Washington-Centerville Public Library (WCPL) affirms its commitment to supporting and encouraging diversity by furthering understanding and appreciation of all cultures, races, beliefs, religions, sexual orientations, age and physical abilities via our diverse collections, programs and services. WCPL invites those who wish to better understand the Library's resources and services to become informed and build empathy.

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.

- Temporary Rules of Conduct Addendum. Ms. Fultz reviewed with the Board the temporary Rules of Conduct addendum concerning best procedures and practices as established by the Ohio Library Council and other professional library organizations to comply with all public health orders issued by local, state and federal agencies to protect the health of all employees and those who use the library to control the spread of COVID-19.
The Board unanimously approved the motion on the temporary Rules of Conduct.
- November Board Meeting Date Change. Ms. Fingers stated that Mrs. Robinson, HR Manager, asked a few years back to meet the second week to go over open enrollment with the Board but this year the 2nd week of November will be too early and she will not have all the final numbers from the schools.
The Board unanimously approved the change for the November board meeting from November 10 to November 17.

OTHER

Mr. Bowling moved for adjournment at 8:17 p.m.

M. Fingers