

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

June 21, 2022

CALL TO ORDER

The regular Board of Trustees meeting for June 2022 was held at the Centerville Library. Board President Liz Cline called the meeting to order at 7:01 P.M.

ROLL CALL

The roll call was as follows: Mr. Bowling, **Present - Zoom**; Mrs. Cline, **Present**; Mrs. Denison, **Present - Zoom**; Mrs. Herrick, **Present**; Mr. Nunna, **Present**; and Mrs. Suttman, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Mrs. Robinson, Human Resources Manager; Sami Ligon, Fiscal Assistant/Notary Public; and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that there was no hearing of the public

OATH OF OFFICE

Oath of Office for Rick Talda, Board Member

Sami Ligon, Notary Public, administered an oath of office to Rick Talda, upon his appointment to the Board of Trustees to support the Constitution of the United States and the State of Ohio which read: “Do you solemnly affirm that you will support the Constitution of the United States, and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio to the best of your ability, and in accordance with laws now in effect and hereinafter to be enacted, during your term of office?”

Mr. Talda answered “I do”

EXECUTIVE SESSION

Mr. Nunna moved that the Board adjourn to executive session for the purpose of discussing the employment, dismissal, or discipline of a public employee. 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>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The Board entered into executive session at 7:05 P.M.

At 7:20 P.M., the Board President returned the meeting to open session stating, “I return the Board to open session, with no further action necessary as a result of the Executive Session”.

APPROVAL OF MINUTES

Mrs. Herrick moved to approve the May 17, 2022 Meeting Minutes and Mr. Nunna seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

Motion is approved

COMMITTEE REPORT

The Finance Committee recommended the approval of the proposed 2023 Budget, as presented. Mr. Bowling, Finance Committee Chair asked Mr. Monteith to walk through the Budget Summary, highlighting any significant changes. Overall, there was an expenditure increase of 8.09% in all funds. When transfers and the potential building fund project are removed from the calculation, the increase in expenditure is 2.33%. He also spoke about the five-year projection that currently shows the library remaining on solid financial footing.

Mrs. Herrick moved to approve Resolution No. 022-013 – 2023 Budget as presented. Mr. Nunna 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>Yes</u>
Mrs. Herrick	<u>Yes</u>		

Resolution No. 022-013 – 2023 Budget is approved.

DIRECTOR’S REPORT

▪ **PERSONNEL**

- ❖ Pay rates for subs, LAs, and Shelving Assistants

Mrs. Fultz turned the floor over to Mrs. Robinson, Human Resources Manager to present regarding the pay rates for partially-benefitted staff. Using the criteria

established for fully-benefitted staff in March, the proposed merit increases range from 0%-4.5%, based on performance. She additionally stated that additional increases would be made depending on where employees fell in comparison to the mid-point of the range. The average merit increase is 3.45%; this represents a difference of \$5,006 in wages for the group. Pay increase would be effective July 1, 2022.

Mrs. Herrick moved, Mrs. Suttman seconded the motion to approve pay rates, as presented.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

Motion is approved

- ❖ Policy changes
 - Termination of Employment
 - Workplace violence and Presence of Firearms

Mrs. Herrick moved, Mr. Nunna seconded the motion to approve the policy changes, as amended.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

Motion is approved

- ❖ Still heavily recruiting for open positions
 - Filled one Youth Services Specialist position, still recruiting for the other
 - Struggling to fill Web Administrator position
- **FACILITIES**
 - ❖ Centerville Library
 - Active shooter concerns
 - ❖ Woodbourne Library
 - Sealcoating completed
 - Butterfly garden work underway
 - ❖ Creativity Commons
 - Positive response – received email from one of the first users
 - Met with consultants evaluating Stolz Bldg and park area about future space needs and options
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Staff development day
 - ❖ In-person storytimes have resumed – 40 to 55 people in attendance
 - ❖ Summer Reading Clubs –
 - Adult – over 300 registered
 - Children – almost 1,700
 - ❖ Board game collection – planning to launch mid-July
 - ❖ Elks Express Mobile Learning Lab – coming to the libraries

- Centerville – Monday, July 18, 1:00-4:00 PM
- Woodbourne – Monday, August 1, 1:00-4:00 PM
- ❖ Vaccination clinics – Public Health of Dayton Montgomery County providing COVID vaccines
 - Centerville – Monday, June 27, 9:30-11:30 AM
 - Woodbourne – Wednesday, July 7, 12:00-2:00 PM
- ❖ Montgomery County Arts & Cultural District Special Projects Grant
 - \$5,000 for artist in residence at Centerville Library – we have to match
 - Final determination in July
- **OTHER**
 - ❖ Regional Marketing Campaign
 - Launched June 8th
 - Wright Memorial Library asked to also participate
 - ❖ Cost increase examples
 - Mileage reimbursement – beginning July 1 from \$.585 to \$.625 (6.8% increase)
 - SearchOhio delivery – from \$8,872 annually to \$11,178 (25.9% increase)
 - ❖ State legislation
 - HB 140 – “Ballot Language Bill”
 - Requires a property tax levy's rate to be conveyed in dollars for each \$100,000 of a county auditor’s appraised value instead of in dollars for each \$100 of taxable value. The bill also requires election notices and ballot language to display the estimated amount the levy would collect annually.
 - OLC asking the Governor to veto
 - ❖ First Amendment Audits

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for May 2022, including the financial statements (Cash Position, Revenue Summary and Expense Summary), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board’s review and approval.

Mrs. Suttman moved to approve the monthly financial report, and Mr. Talda seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

- b. Payment of June expenditures

Mrs. Herrick moved to approve the payment of June expenditures, and Mr. Nunna 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>Yes</u>
Mrs. Herrick	<u>Yes</u>		

c. Resolution No. 022-014: Approval of Then & Now Certificate

Mr. Monteith reported that we had received an invoice for Search Ohio Delivery service in the amount of \$11,178.41. Since we did not have a purchase order in place related to the invoice and the amount exceeded \$3,000, board approval of a Then & Now Certificate is required. We are asking the board to approve a Then & Now Certificate related to Purchase Order No. 2022-00345.

Mrs. Herrick moved to approve a Then & Now Certificate, and Mr. Nunna 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>Yes</u>
Mrs. Herrick	<u>Yes</u>		

The resolution is approved.

NEW/OLD BUSINESS

Mr. Monteith stated that several appropriation transfers were necessary this month due to some unexpected expenditures. First, with the move to being fine-free on most items, and changes in the amount of time allowed to return items for a refund, we have seen a significant amount of patron refunds since the beginning of May. This has resulted in spending nearly the entire \$600 amount budgeted for patron refunds.

As a result the following appropriation transfer has been proposed:

101.00.53780 Banking Fees	\$(500.00)
101.00.57510 Patron Refunds	\$ 500.00

Mr. Monteith also stated that as a result of the opening of Creativity Commons, we are anticipating that the supplies that will ultimately be sold to customers will

exceed the \$1,100 that we originally budgeted for 2022. We are asking the Board to approve an appropriation transfer to allow for the purchase of necessary supplies.

The following appropriation transfer is being proposed:

101.18.51610 Health & Dental Insurance – Administration \$(15,000)

101.24.52500 Supplies Purchased for Resale \$ 15,000

Mrs. Herrick moved to approve the appropriation transfers, as presented. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 7; **No**: 0; **Abstain**: 0

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:31 PM

President

Vice President