

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

June 18, 2024

CALL TO ORDER

The regular Board of Trustees meeting for June 2024 was held at the Woodbourne Library. Board President Barbara Denison called the meeting to order at 7:00 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, **Present**; and Mr. Talda, **Present**; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that there was a hearing of the public. He stated that we had received four requests to speak. All the individuals requesting to speak were planning to speak on the labeling of children's books. Before turning the floor over, Mr. Monteith read the Board's policy on Public Participation at Board Meetings.

Individuals addressing the board:

- Amy F. – Washington Township
- Andi V. – Centerville
- Kirsten O. – Centerville
- David R. – Washington Township

After all individuals had been allowed to speak, Mrs. Denison thanked all speakers for their comments.

POLICY REVISION – SECOND READING

Mrs. Denison stated that the board would now discuss the proposed policy revisions that were discussed at the May meeting. Each board member was given the opportunity to provide their input regarding the policy at that time, and this information was taken into consideration and the proposed final version of the policy was included in the board packet. Some of the members of the public asked what the policy said, so Mrs. Fultz did a general overview of the policy. Mr. Monteith additionally stated that the full, unapproved policy was included in the board packet on the Library website. Once the overview of the policy was completed, Board President Barbara Denison allowed any of the board members to provide any final input.

Mrs. Cline moved for the approval of the policy revision. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 1; **Abstain**: 1

The policy revision is approved as presented (policy appended to these minutes).

Mr. Talda moved for a five minute recess to allow any member of the public desiring to do so, to leave the meeting. The meeting went into recess at 7:45 p.m.

At 7:50 p.m., the meeting resumed.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the May 21, 2024 Meeting Minutes. Mr. Nunna seconded the motion.

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

DIRECTOR'S REPORT

- **FACILITIES**
 - Woodbourne Library
 - Furniture repair from water leak
 - Centerville Library
 - Renovation planning meetings happening
- **COLLECTIONS/SERVICES/PROGRAMS**
 - SRC big hit
 - Closed tomorrow for Juneteenth
 - Centerville Washington Diversity Council Voices & Stories panel at Centerville Library on June 20
- **OTHER**
 - Patron suspension for stealing acrylic sign holders
 - PLF on estimate for May
 - PLF formula

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for May 2024, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), 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**: 7; **No**: 0; **Abstain**: 0

The motion is approved.

b. Payment of June 2024 Expenditures

Mrs. Suttman moved to approve the payment of June expenditures, and Mr. Talda 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 motion is approved.

NEW/OLD BUSINESS

a. Potential Naming of Congress Park building

Mrs. Denison stated that she felt it would be a good idea to begin to investigate what the Board of Trustees would need to do to potentially name the Congress Park building after Dorothy Yeck. The purchase of this property was ultimately the result of her efforts many years ago in purchasing the Mandel property for \$1. This purchase resulted in the sale of the property at the end of 2021, for \$500,000. These funds were used to purchase the Congress Park property. It was decided that we would inquire of the township regarding the steps in the process.

The matter will be further discussed at a later date.

b. Review of the RedTree Investments packet and discussion about moving forward.

Mr. Monteith stated that this is a result of several meetings that he and others have had with Joe Violand of RedTree Investments. Several months ago, Mr. Violand reached out to him about our investment strategy and subsequently scheduled a meeting with Mr. Monteith and Mrs. Fultz. We then had a meeting with the Finance Committee where Mr.

Violand gave his presentation and allowed the committee to ask any questions that they had.

The matter is now being brought before the Board to discuss any potential next steps. Mr. Monteith stated that RedTree Investments is an investment advisory firm that works exclusively with public entities. They are based in Ohio and are well versed in the Ohio Revised Code requirements.

After some discussion and questions, Mrs. Herrick moved and Mrs. Suttman seconded a motion to move forward with investigating the next steps in the process, and to research the current fees we are being charged by U.S. Bank and PNC Capital for our investment accounts.

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

The motion is approved.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:17 P.M. Mr. Nunna seconded the motion.

President

Fiscal Officer

Washington-Centerville Public Library Check Report

Check Number	Check Date	Vendor Name	Check Type	Amount
45411	5/24/2024	CHARTER COMMUNICATIONS	Check	\$ 159.98
45412	5/24/2024	CINTAS CORPORATION	Check	173.37
45413	5/24/2024	DONNELLO MCCRATHY	Check	138.00
45414	5/24/2024	HOME DEPOT CREDIT SERVICES	Check	1,756.49
45415	5/24/2024	LOWES BUSINESS ACCOUNT	Check	1,979.90
45416	5/24/2024	SAM'S CLUB	Check	165.76
45417	5/24/2024	ULINE INC	Check	262.46
45418	5/24/2024	UNITED ART AND EDUCATION	Check	5.58
45419	5/30/2024	AES Ohio	Check	929.11
45420	5/30/2024	AES Ohio	Check	37.01
45421	5/30/2024	AT&T	Check	504.60
45422	5/30/2024	CENTERVILLE CITY SCHOOLS	Check	39,107.55
45423	5/30/2024	DELTA DENTAL	Check	1,831.80
45424	5/30/2024	DIGITAL FRINGE	Check	53.56
45425	5/30/2024	IGS Energy	Check	4,821.81
45426	5/30/2024	KORRECT PLUMBING CO INC.	Check	362.50
45427	5/30/2024	PERFORMANCE DOGS OF OHIO, LLC	Check	700.00
45428	5/30/2024	SAFEGUARD BUSINESS SYSTEMS	Check	443.26
45429	5/30/2024	SHERWIN WILLIAMS	Check	18.99
45430	5/30/2024	STAPLES BUSINESS ADVANTAGE	Check	522.91
45431	5/30/2024	TODAY'S BUSINESS SOLUTIONS	Check	93.00
45432	6/4/2024	KATHRYN T CARLIER CURRIE	Check	500.00
45433	6/12/2024	AES Ohio	Check	328.65
45434	6/12/2024	ALISA H. WORKMAN	Check	100.00
45435	6/12/2024	AMERICAN LIBRARY ASSOCIATION	Check	217.36
45436	6/12/2024	Batteries Plus	Check	120.00
45437	6/12/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
45438	6/12/2024	CHARTER COMMUNICATIONS	Check	98.93
45439	6/12/2024	DELL MARKETING L.P.	Check	372.37
45440	6/12/2024	DIGITAL FRINGE	Check	57.14
45441	6/12/2024	DONNELLO MCCRATHY	Check	889.32
45442	6/12/2024	DSS SWEEPING SERVICE	Check	164.55
45443	6/12/2024	Group Sales Cincinnati Museum Center	Check	390.00
45444	6/12/2024	JANWAY COMPANY USA, INC	Check	1,223.81
45445	6/12/2024	MONTGOMERY COUNTY	Check	1,450.98
45446	6/12/2024	ODP BUSINESS SOLUTIONS LLC	Check	183.71
45447	6/12/2024	One America	Check	225.08
45448	6/12/2024	TRANSFORMATIONS PLUS	Check	2,057.00
45449	6/12/2024	TRI-TECH	Check	2,952.61
45450	6/12/2024	U.S. BANK	Check	4,816.32
45451	6/18/2024	A.J. SCHWAB	Check	20.64
45452	6/18/2024	ALPHACARD	Check	2,937.00
45453	6/18/2024	Amazon Capital Services, Inc.	Check	9,164.26
45454	6/18/2024	BAKER & TAYLOR, INC	Check	579.26
45455	6/18/2024	BRIAN REPKA	Check	12.99
45456	6/18/2024	BRODART CO.	Check	83,153.56
45457	6/18/2024	Caitlin Spratt	Check	10.18

Check Number	Check Date	Vendor Name	Check Type	Amount
45458	6/18/2024	CenterPoint Energy	Check	977.27
45459	6/18/2024	CenterPoint Energy	Check	1,117.78
45460	6/18/2024	CHARD SNYDER & ASSOCIATES	Check	125.00
45461	6/18/2024	CHARTER COMMUNICATIONS	Check	559.17
45462	6/18/2024	CINTAS CORPORATION	Check	555.74
45463	6/18/2024	COLEEN PITZER	Check	30.49
45464	6/18/2024	CREATIVE IMPRESSIONS, INC.	Check	2,815.00
45465	6/18/2024	DARRILYNN BREWSTER	Check	31.09
45466	6/18/2024	DAVE KENT	Check	97.98
45467	6/18/2024	DEBE DOCKINS	Check	9.92
45468	6/18/2024	DONNELLO MCCARTHY	Check	576.37
45469	6/18/2024	DSS SWEEPING SERVICE	Check	203.46
45470	6/18/2024	GARY BERRY	Check	77.79
45471	6/18/2024	GLEASON PROPERTY SERVICES, LLC	Check	13,520.00
45472	6/18/2024	Gregg McCullough	Check	16.28
45473	6/18/2024	JAMIE GARCIA	Check	20.48
45474	6/18/2024	JEFFREY A. PETERS	Check	10.70
45475	6/18/2024	JENELLE ALLEN	Check	18.50
45476	6/18/2024	JENNY CATRI	Check	9.32
45477	6/18/2024	KANOPY, INC.	Check	1,432.00
45478	6/18/2024	Katherine Watson	Check	47.72
45479	6/18/2024	KROGER CO.	Check	483.51
45480	6/18/2024	Laura Fitzpatrick	Check	12.40
45481	6/18/2024	Leo B. Schroeder, Inc.	Check	30,834.40
45482	6/18/2024	LEVEL 3 COMMUNICATIONS LLC	Check	409.47
45483	6/18/2024	LIBRARY IDEAS, LLC	Check	596.16
45484	6/18/2024	LOWES BUSINESS ACCOUNT	Check	1,162.20
45485	6/18/2024	MELISSA M. HAAS	Check	17.99
45486	6/18/2024	MIDWEST TAPE	Check	16,212.35
45487	6/18/2024	NICOLE BURTON	Check	25.95
45488	6/18/2024	OHIO TREASURER OF STATE	Check	11,079.47
45489	6/18/2024	OHIONET	Check	10,950.45
45490	6/18/2024	OVERDRIVE, INC.	Check	5,455.07
45491	6/18/2024	PITNEY BOWES GLOBAL FINANCIAL	Check	488.70
45492	6/18/2024	PLAYAWAY PRODUCTS, LLC	Check	2,972.00
45493	6/18/2024	Rachel Knight	Check	22.96
45494	6/18/2024	RIECK MECHANICAL	Check	313.00
45495	6/18/2024	RUMPKE OF OHIO, INC.	Check	1,844.31
45496	6/18/2024	RUTH ANNE ATTALLA	Check	91.33
45497	6/18/2024	SCOTT ROYAL	Check	12.58
45498	6/18/2024	SHELLY PERESIE	Check	27.02
45499	6/18/2024	SILCO FIRE PROTECTION COMPANY	Check	532.70
45500	6/18/2024	Sinclair Community College - Dayton	Check	5,200.00
45501	6/18/2024	SOFTWARE SOLUTIONS INC	Check	20,051.78
45502	6/18/2024	SOUTH COMMUNITY	Check	202.50
45503	6/18/2024	TAFT, STETTINIUS & HOLLISTER	Check	140.00
45504	6/18/2024	TAMMY SIMPSON	Check	4.70
45505	6/18/2024	TARYN FILER	Check	33.46
45506	6/18/2024	TECH LOGIC	Check	224.00
45507	6/18/2024	Teri Herbstreit	Check	16.87
45508	6/18/2024	TFG Entertainment LLC	Check	75.00

Check Number	Check Date	Vendor Name	Check Type	Amount
45509	6/18/2024	THINKTV NETWORK	Check	60.00
45510	6/18/2024	T-Mobile	Check	1,004.50
45511	6/18/2024	Trigon Imaging Solutions	Check	771.49
45512	6/18/2024	ULINE INC	Check	1,329.39
45513	6/18/2024	UNIQUE MANAGEMENT SERVICES INC	Check	245.60
45514	6/18/2024	UNITED PARCEL SERVICE	Check	15.66
45515	6/18/2024	WILLIAM MENKER	Check	37.87
45516	6/18/2024	WYSO	Check	180.00
2021000440	5/22/2024	INTERNAL REVENUE SERVICE	EFT	1,757.73
2021000441	6/7/2024	INTERNAL REVENUE SERVICE	EFT	1,776.74
2021000443	6/14/2024	PAYPAL, INC	EFT	19.95
2021000444	6/14/2024	MONTGOMERY COUNTY AUDITOR	EFT	319.48
2021000445	6/14/2024	U.S. BANK	EFT	600.96
2021000446	6/13/2024	U.S. BANK	EFT	168.41
2021000447	6/13/2024	PAYPAL, INC	EFT	19.95
	5/24/2024	Payroll #11	ACH	132,898.30
	6/7/2024	Payroll #12	ACH	134,207.92
				<u>\$ 573,376.70</u>

Washington-Centerville Public Library			
Subject	Collection Development		
Type (select one)	Policy	Board Approval Date	06/18/2024
Main Section (select one)	Collection Management	Responsible Dept. (select one)	Administration
Revised Date	06/2024	Revised By	DEF
Last Reviewed	06/2024	Manual	Operations

Objectives of Washington-Centerville Public Library

Washington-Centerville Public Library seeks to provide responsive library service and a superior collection that represents the diverse needs and interests of the residents of Centerville and Washington Township. Library resources are not infinite, and it is not possible to purchase every worthy resource. The Collection Development Policy provides guidance to ensure that collection budgets are used in the most efficient and effective manner to meet the current and anticipated needs of the community.

The collection of the Washington-Centerville Public Library includes materials and resources in print, audiovisual, digital, and other formats. The addition of an item to the library collection does not constitute or imply agreement with the views expressed or approval of the content.

Responsiveness to the Community

The Library is committed to providing a patron-oriented collection. This commitment supports the development of a well-rounded collection consistent with the varied interests of the community. While the collection is not intended to provide direct curriculum support, which is seen as the function of the school library, the Library will endeavor to provide a broad range of materials that will supplement those available in the school libraries.

Through an active program of collection evaluation, gaps in the collection will be identified and filled through the purchase of suitable materials. Consideration is given to those materials which will best complement the existing collection.

The selection process is designed to ensure not only the purchase of quality materials, but also to determine appropriate quantities and locations. Acquisition of multiple copies of high-demand items helps to achieve a collection that is patron-oriented.

Responsibility

The Board of Trustees of the Washington-Centerville Public Library considers and adopts a Collection Development policy, which they authorize the Library Director to administer. While the collection is ultimately the responsibility of the Library Director, selection of materials is delegated to qualified staff members in various departments.

Staff members who do not have assigned selection areas are encouraged to make suggestions.

Selection Criteria

Selection of library materials should be as objective as possible. Decisions influenced by personal prejudice, especially when rejecting an item, is censorship. The Library will attempt to have a balance of opinions represented, but is not under obligation to provide a platform for any specific viewpoints. A balanced collection is reflected in the diversity of materials, not in equality of numbers.

Materials are selected through the routine use of professional review journals, bibliographies, and online sources. Determination of new and unusual sources of recommendations of materials for purchase allows for the development of a superior collection.

Demand, both actual and anticipated, is considered a valid factor in the selection of materials. Patron recommendations for purchase are welcomed and encouraged. Recommendations from staff and patrons will be subject to the selection criteria outlined below.

Regardless of format or intended audience, the following general criteria will be used to select materials, whether purchased or donated, for the collection:

- Authoritative or of high quality
- Lasting value or contemporary significance
- Reputation or professional standing of author, illustrator, or publisher
- Effective writing style or clarity of presentation
- Demand or relevance to community needs
- Promotes a love of reading
- General support of life-long learning
- Scarcity of information
- Relationship to other items in the collection
- Availability of the material elsewhere
- Price
- Format
- Local historical value
- Literary or artistic value

Criteria are not listed in priority order nor is this list meant to be exhaustive. Materials need not meet all criteria in order to be selected.

The Library gives special consideration to materials donated by local authors or artists. All author/artist donated works are evaluated by representatives of the appropriate department and approved on a case-by-case basis taking the above selection criteria into consideration. Material donations that are not added into the collection will be offered to the Friends of WCPL.

Patron-purchased replacements in exchange for any lost, billed, or damaged materials are not accepted. Patrons are responsible for the cost of the materials as assessed by the Library.

Intellectual Freedom

The Library is committed to free and open access to its collection by all patrons and maintains a diverse collection of materials that reflect a broad range of ideas, opinions, and viewpoints. No material will be selected or not selected solely because of the gender, race, nationality, ethnicity, or social, political, or religious views of the author. Materials will not be excluded from purchase solely because of the frankness of expression, unorthodox language, nontraditional theme, or unusual style. Nor are materials excluded from the collection solely on the grounds that they may offend certain staff or Library users, or that they may be viewed by some as inappropriate for children. Disapproval of an item by an individual or group should not be the means by which that item is denied to all individuals or groups.

Library users may determine what materials they will access and use based on their individual interests, preferences, and needs. While one is free to reject materials and resources for one's own personal use, one cannot restrict the right of others to read and inquire. Responsibility for a child's reading, and the materials they access, rests with the parent or guardian. The Library cannot act "in loco parentis."

Collection Organization

Library collections will be organized and maintained according to an accepted system of organization (Dewey Decimal, alphabetical, genre, etc.). Labeling included in packaging or as part of the item that indicates outside rating services or private advisory codes will not be altered or removed. The Library does not mark or identify materials to show approval or disapproval of contents, including labeling or altering materials due to controversy surrounding the author or subject matter. The Library will not remove or shield materials in the collection due to controversial content or images.

Material Reconsideration

Individuals with concerns about whether materials are located in the appropriate part of the collection or whether items are appropriate for the library at all should first discuss such concerns with staff. If someone still wishes for the Library to reconsider material found in the collection after discussing their concerns with a staff member, they should complete a Patron Request for Reconsideration of Library Material form. Only residents of Montgomery County with a valid Washington-Centerville Public Library card may submit formal reconsideration requests. The Patron Request for Reconsideration Form must be filled out completely with only one title per form.

Upon receipt of a Patron Request for Reconsideration of Library Material form, a committee of library staff, Team Leader, and the Director will review the concerns of the patron regarding the item. An evaluation and recommendation will be written and completed within a reasonable amount of time. During the evaluation process, the item will remain accessible to the public. Each item will be reviewed one time, and one time only. A written response will be sent to the patron about the decision. Any appeal to this response will be referred to the WCPL Board of Trustees.

Deselection or Weeding

Just as the Library carefully selects materials to be added to the collection, it must also carefully deselect materials that no longer serve the community. The Library's collection is not intended to be and shall not be considered archival. In order to maintain an up-to-date collection, worn and obsolete materials are deselected or weeded. The specific criteria for weeding are determined by each department at the time of weeding. Basic considerations include age of item, lack of usage, condition, number of copies owned by the library, and whether the item has been superseded by a new edition or better work on the subject.

Withdrawn materials are largely donated to the Friends of WCPL for their sales or sold to other booksellers. The proceeds of such sales are used to fund grants back to the Library. Materials that are not sold will be disposed of at the discretion of the Friends of WCPL.