

Synopsis of Board Meeting

August 18, 2020

Via 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; and Ms. Fingers, Deputy Fiscal Officer.

HEARING OF PUBLIC – None

COMMITTEE REPORTS

DIRECTOR'S REPORT

Ms. Fultz reported on the following:

Facilities:

- ❖ Centerville Library
 - Parking lot project – lights installed, trees planted, repair is being done to existing irrigation that was damaged during the project; remaining landscaping to be installed in September; waiting for final determination of cost for the undercut
 - Outside sign re-installed
- ❖ Mandel Drive – letter received regarding changes to SR 48 and Nutt Rd intersection – In 2024 route 48 will be expanded

Personnel:

- ❖ Public-facing staff increased to 80% of regularly scheduled hours on SharedWork Ohio (SWO) with Centerville Library reopening to the public, and one administrative position and one systems position will increase to 90% by the end of the month with remaining support staff still at 60% due to workspace concerns; Monitoring changes to unemployment benefits

Collections/Services/Programs:

- ❖ Online programming has continued
 - Digital Escape room used by teachers in Las Vegas as team-building activity
- ❖ Promoting resources to support schools and students
 - Remote learning guide created – pages for K-5, 6-12, and educators
 - Videos recorded for teacher orientation
 - Extending expiration dates on teacher cards to September 30
 - Preparing for virtual 5th Grade visits

Other:

- ❖ Centerville reopening – 535 visitors on Monday 8/17/20 and 359 on Tuesday 8/18/20

- ❖ Budget Commission report – virtual report this year; will be used as the basis for an online annual report
- ❖ Received \$3,000 in CARES Act mini-grant from State Library
- ❖ Expecting \$50,000 grant for COVID-related purchases – just received information today on allowable expenses; looking to put toward more costly/permanent solutions (i.e. water bottle filling stations)
- ❖ COVID expenses to-date – just under \$13,000
- ❖ Friends planning for fall sales – three Wednesdays in September; City is providing free use of the tent in Benham’s Grove; materials will be themed for each sale, and safety precautions will be followed
- ❖ Little Free Library in Pleasant Hill park –installed in honor of Ms. Senft-Paras.

CONSENT AGENDA – Resolution No. 020-014– Consent Agenda. Ms. Fingers discussed a chart showing an adjustment for possible revenues as requested by Mr. Bowling last month. 7.6% reduction of PLF based on the Office of Business & Mgt (OBM) from the original total estimate for 2020 & 3.4% YTD

The Board adopted Resolution No. 020-014, a consent agenda approving the following action items:

- Approval of July 21, 2020 Regular Board Minutes
- July Financial Statement, Notes to the July Financial Statement and Investment Report
- Payment of August Expenditures

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain from payments to CBC Engineering, Centerville Landscaping, LWC, Rieck Mechanical and The New York Times ; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes but abstain from the minutes; Mr. Nunna, Yes.

NEW / OLD BUSINESS

Transfer of Funds

- \$3,000 from General Fund account 101.11.52120 Program Supplies to Special Revenue Fund account 201.00.52110 Office Supplies
- \$14,000 from account 101.12.51145 YS Substitutes to 101.00.51930 Unemployment Benefits
- \$25,000 from General Fund account 101.11.51120 AS Specialist to Special Revenue Fund for Coronavirus Relief for Libraries \$4,000 to CV account 202.10 52110 Office Supplies & \$21,000 to 202.10.53310 Building & Site Repairs; \$25,000 from General Fund account 101.19.51180 Shelving Assistants to Special Revenue Fund for Coronavirus Relief \$4,000 to WB account 202.20.52110 Office Supplies & \$21,000 to 202.20.53310 Building & Site Repairs

The Board unanimously approved the transfer of funds

2020 Levy

Mr. Carr began by saying Ms. Fultz, Mr. Hanseman and he studied news articles on levies and consultants; doing a bit of research. Ms. Fultz had earlier sent the Trustees of the Board Chapter 2 from OLC’s Ballot Issues Handbook from which Richard read a few clips. He went on to say the Board has the obligation to fund the library’s operations, to communicate with the public and plan and propose a levy. They can inform the public on why a levy is necessary. Can hire

consultants to gather information and advise on communication. The Board can prepare for a levy but cannot campaign for one. He continued to say that the Board cannot say vote for the levy. Each individual member can advocate for the levy just not as a whole Board. No one can tell employees to advocate for the levy either.

Mr. Carr stated that there is money left over from the previous levy campaign that the previous PAC had raised. Another point Mr. Carr raised from researching consultants was that very few people did RFPs. Ms. Fultz is preparing an RFP to go out in August. Mr. Carr emphasized the Board prepares and informs the public but never spends money or passes a resolution saying vote for or pass the levy. No official library literature nor the library website may say vote for the levy or link to the campaign.

Mr. Nunna asked if he can put a sign in his yard or ask his neighbor to put a sign in their yard. Mr. Hanseman answered by saying that if the Board puts a ballot out for a levy then each individual member should, on their own, help in the campaign effort. He went on to read part of chapter 5 Roll of the Board of Trustees from The Ballot Issues Handbook. Since the Trustees of the Board are volunteers they are free to work on the campaign team as individuals. He went on to say each member should do what they can to help. Mr. Hanseman referenced the Auditor of State has local government levy don'ts available on their website.

Ms. Fultz stated that the library employees cannot advocate the levy on library time but can volunteer during their own time if they wish. Ms. Fultz discussed the RFP for a communication consultant. Ms. Fultz was going to contact OLC about the RFP. Mrs. Herrick asked about timing. Ms. Fultz said she will put out the RFP in August with responses due in September.

Mr. Carr asked if the Board had a consensus to have Ms. Fultz put forth the RFP which the Board unanimously gave. Mr. Carr went on to remind the Board that the Friends group, as a 501c3 that is associated with the library, cannot advocate for the levy nor can they contribute to the levy. Individual Friends group members can volunteer for the campaign and be members of the committee. Individual Board members can be on the committee but not as the capacity of a Board nor can the Board nominate committee members during a meeting.

OTHER

Mr. Bowling asked if the coil for the CV Chiller is in. Ms. Fultz responded that the Facilities manager had contacted the group installing the coil and that the production for the part is behind schedule.

Mrs. Herrick moved for adjournment at 7:59 P.M.

M. Fingers