

Synopsis of Special Board Meeting

August 5, 2021
Centerville Library

CALL TO ORDER at 7:05 p.m.

ROLL CALL – Mr. Bowling, Present; Mr. Carr, Present; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Hanseman, Absent; Mrs. Herrick, Absent; Mr. Nunna, Absent; also present were Ms. Fultz; and Ms. Fingers.

HEARING OF PUBLIC – None

NEW BUSINESS:

- Executive Session. The Board retired into executive session at 7: 06 p.m. To discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee(s)

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Absent; Mrs. Herrick, Absent ; Mr. Nunna, Absent.

The President returned the meeting to open session at 7:25 p.m.

- Resolution No. 021-014 – Ms. Fingers stated that a resolution needs to be done to amend the Deputy Fiscal Officer (DFO) position to a Fiscal Officer (FO) with the removal of a Board member as the Fiscal Officer, effective upon the start date of the new person. Mr. Bowling will stay as FO until the new person actually starts.

The Board adopted Resolution No. 021-014 amending the Deputy Fiscal Officer position to become a Fiscal Officer position with the removal of the Board member as FO, effective upon the start date of the new hire of the future FO.

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Absent; Mrs. Herrick, Absent ; Mr. Nunna, Absent

- Hiring Process for new Fiscal Officer – Ms. Fultz stated a Consultant was contacted to facilitate the hiring of the new FO. Discussion was held concerning the Consultant.

The Board unanimously approved to move forward with the agreement with the consultant, Finding Leaders, to assist the Library in the hiring of a new FO as proposed in the contract and authority given to Mrs. Cline to make decisions on behalf of the Board concerning this consultant.

The Board unanimously approved the transfer of funds from account 101.20.53730 Architect/Engineering Services-WB to account 101.18.53910 Temporary Contract Services-Admin/Fiscal for the amount of \$4,000.

- Board Committee Members Changes – Ms. Fingers discussed with the switch to no longer have the Board member as the FO, the committees will change to reflect the removal of the words FO.

The Board unanimously approved the changes in the Board Executive, Personnel and Finance committees to remove the wording of Fiscal Officer.

The Board unanimously approved to ratify that Mr. Bowling be appointed by the President, Ms. Cline, to the Executive, Personnel and Finance committees as a Board of Trustees member.

Mrs. Cline then appointed Mr. Bowling to the committees as mentioned above.

- Amend following Fiscal and Board Policies –
 Open Meeting Laws for Board & Committee Meetings
 Annual Compensation Review of the Director & FO
 Ethics
 Public Participation at Board Meetings
 Hiring, Supervision, Development of FO
 Removal of Appointment of FO
 Substitute for FO
 Design Professional Selection
 Investing Library Funds
 Use of Credit Cards
 Purchase Order Authorization
 Payment of Invoices, Including Prepayment Stipulations
 ACH Payment Transactions
 Check Signing
 Establishing a Petty Cash Fund
 Mileage Rate Allowance
 Removal of Library Owned Cell Phone Use
 Budgeting

The Board unanimously approved the amended above policies with the exception of the Ethics policy which will be deferred until the next Board meeting and made part of the minutes.

- Check Signers on Accounts Payable & Payroll checks – Ms. Fingers stated that the signatures on our checks are the President & Fiscal Officer in accordance with ORC 3375.35. ORC 3375.35 determines the Fiscal Officer and President, Vice-President or Board Secretary are designated to sign checks. The new hire future FO will be a check signer instead of Mr. Bowling.

The Board unanimously approved to appoint Mr. Bowling as Secretary of the Board of Trustees effective upon the start date of the new hire of the future FO if his signature is needed.

The Board unanimously approved to add the wording of Secretary to the Executive Committee list of members effective upon the start date of the new hire of the future FO.

OTHER

Mr. Bowling moved for adjournment at 7:55 P.M.

M. Fingers