

# *Synopsis of Board Meeting*

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September 15, 2020

Via WebEx

**CALL TO ORDER at 7:03 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

**STAFF PRESENTATION**

**COMMITTEE REPORTS**

Personnel Committee:

- Executive Session - The board retired into executive session at 7:05 p.m. to discuss the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.  
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 7:22 p.m.
- Recommendation to Re-Hire the Library Director. The Board unanimously approved the re-hiring of the Library Director, Liz Fultz, for another year term with a salary compensation increase of 2.75% to be re-evaluated next September.

**DIRECTOR'S REPORT**

Ms. Fultz reported on the following:

- Facilities: Centerville Library  
Parking lot project – landscaping planted; requested quote from Centerville Landscaping to mulch north property line; waiting for information on benches and outside trash can from LWC  
Woodbourne Library-  
Issue with mats service – had issues with a delivery person & the company not keeping their side of the contract. Maintaining documentation on each instance. Stopping contract due to so many issues. Mr. Hanseman said that any future issues with contracts with vendors to please contact Mr. Carr or himself to review. Mr. Carr stated that for the next mat company to make sure to review the contract. A lot of the contracts will have automatic renewal or cancellation notices that can be 30 days.
- Personnel:  
One retirement, one resignation, and one refusal to return. The refusal to return to work may come back later on when more comfortable with working.  
Support staff will increase to 80% of regularly scheduled hours on SWO effective September 28  
To date 16 of 28 in Materials Handling are back.  
Communication was sent to furloughed staff that rehiring will depend on need. At this time with limited hours, more furloughed staff are not needed.

- Collections / Programs / Services.  
Curbside hold pickup is now on demand – no appointment necessary  
Subscription to HelpNow – educator services is the library’s focus for September. HelpNow is an online service that provides live tutoring among other educational services. The plan is to have it running the end of September or early October. Doing a children’s Fall Reading Program – similar to summer reading club, set up as an incentive to keep kids reading.
- Other
  - Reopening – working out plans for next phase to add evenings when health advisory level sustains an improvement in Montgomery Co, public facing staff will go to 90% at that time; next phase after that will be Fridays and Saturdays at Centerville. Planning on SharedWork at 90% until winter to see what happens with the virus.
  - Received the \$50,000 grant for COVID-related purchases – plans to buy laptops for Team Leaders to work from home when needed & provide programming, new touchless shoots for the book return at Centerville, getting quotes for water bottle refill stations & barriers
  - Friends first fall sale – raised approximately \$3,500 Comments were made on how well it went.
  - Mrs. Denison asked if the library is offering proctoring services which Ms. Fultz stated the library used but with COVID, she will have to check on that.
  - Mr. Nunna asked about patron comments on new parking lot and book drop. Ms. Fultz stated the comments are positive about the parking lot & people are getting used to the new flow with the drop.

CONSENT AGENDA - Resolution No. 020-015 – Consent Agenda. Ms. Fingers noted that the Office of Budget & Management reported that August state tax receipts are 3.2% higher than budgeted but anticipated a slowdown in the months ahead.

The Board adopted Resolution No. 020-015, a consent agenda approving the following action items:

- Approval of August 18, 2020 Regular Board Meeting Minutes
- August Financial Statement, Notes to the August Financial Statement and Investment Report
- Payment of September Expenditures

The roll call vote resulted as follows: Mr. Bowling, Yes; Mr. Carr, Yes, but abstain from payments to Centerville Landscape, Korrekt Plumbing, LWC, Rieck Mechanical, & the New York Times; Mrs. Cline, Yes; Mrs. Denison, Yes; Mr. Hanseman, Yes; Mrs. Herrick, Yes; Mr. Nunna, Yes.

#### NEW / OLD BUSINESS

- Budget Commission –Ms. Liz Fultz and Ms. Fingers attended the Montgomery County Budget Commission hearing via Zoom on Thursday, August 27. Ms. Fingers discussed:
  - 2021 Public Library Fund distribution for Montgomery County libraries is \$18,858,352 which is \$2,387,527 less than last year.

The Budget Commission approved our PLF formula so we will get an estimated \$2,171,485 in 2021.

- Placement of Legal Ad for Trustee-Mrs. Fingers stated that a legal ad will run twice in the Dayton Daily News later in September for the trustee whose term is expiring in December 31, 2020.
- RFP for Communication Consultant – Ms. Fultz received 2 responses to the RFP – Allerton Hill and Burgess & Burgess. Timelines and services were similar. Burgess & Burgess came in significantly less expensive. Allerton had a range of between \$15,500-\$19,500 for survey and report with an additional \$40,000 for communication audit and plan. Burgess cost was \$38,000 for survey, report, analysis, communication audit with a cap of \$2,000 for additional expenses. Ms. Fultz went on to state that Allerton Hill had an attention to detail issue with not using our correct name. Burgess has a team that will work with the library and one of the team members is a resident of Washington Township. Burgess has worked with the following public libraries Dayton Metro, Columbus Metro, Greene County, Cincinnati City and Wright Memorial.

Mr. Carr stated that he saw no substantial advantage with the more expensive proposal and was displeased that Allerton Hill got our name incorrect on two parts of the proposal.

The Board unanimously approved a motion to choose Burgess & Burgess as the library's communication consultant for \$38,000 with \$2,000 for additional expenses if needed.

- Resolution No. 020-016 – CARES Act Grants- Ms. Fingers discussed the revision to last month's motion needs to be a resolution due to the creation of new funds and transferring appropriations from one fund to another. The Board adopted Resolution No. 020-016 as written; attached to and made a part of these minutes.

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.

- Bank Deposit Policy Revision – Ms. Fingers discussed the current policy does not state length of holding money's and where the money is kept until deposited. The Board unanimously approved a motion to accept the Bank Deposit policy revision.

- Resolution No. 020-017– Accepting the Amount and Rates for the 2021 Operating Levy –The estimated yield of the levy for 2021 is \$5,035,438, attached to and made a part of these minutes.

The Board adopted Resolution No. 020-017, to accept the amounts and rates for the 2021 Operating Levy as determined by the Budget Commission of Montgomery County.

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.

Personnel Appeals Board Member –Ms. Fultz stated that one of the members from the Personnel Appeals Board whose term is expiring on 12/31/20 will not renew his commitment. Mr. Fred

Polizzi who is a counselor with the Warren County Small Business Development Center has agreed to serve on the Personnel Appeals Board.  
The Board unanimously approved the appointment of Fred Polizzi to the Personnel Appeals Board. His term will begin January 1, 2021.

OTHER

Mr. Carr moved for adjournment at 8:02 P.M.

M. Fingers