WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

September 15, 2026

CALL TO ORDER

The regular Board of Trustees meeting for September 2026 was held at the Centerville Library. Board President Carol Herrick called the meeting to order at 7:02 p.m.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mr. Falkner, **Present;** Mrs. Herrick, **Present**; Mr. Nunna, **Present**; Mr. Seyer, **Present**; also Mrs. Fultz, Library Director, and Mr. Monteith, Fiscal Officer; and members of the public.

HEARING OF THE PUBLIC

Mr. Monteith stated that there was not a hearing of the public this month.

EXECUTIVE SESSION

Mr. Bowling moved to adjourn to executive session, pursuant to ORC §121.22(G)(1), for the purpose of considering the employment and compensation of a public employee. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

The board entered Executive Session at 7:03 p.m.

At 7:14 p.m., Board President Carol Herrick returned the meeting to open session.

COMMITTEE REPORTS

Executive Committee: Mr. Bowling stated that it was the committee's recommendation to rehire Mrs. Fultz as the Library Director with a raise of 3.5%, to be effective October 14, 2026. Mr. Falkner moved to approve the committee's recommendation. Mr. Nuuna seconded the motion.

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

The motion is approved

DIRECTOR'S REPORT

- **FACILITIES**
    - Centerville Library
        - Public grand reopening – over 1,000 attendees
        - LWC Construction Administrator change
        - Signed off on substantial completion August 31
        - Working through punch list
        - Issues still to be resolved
            - Patterned carpet in children's area
            - End panel finish
            - Fire suppression system – ground fault
            - Foundry room electric
    - Woodbourne Library
        - Exterior panel replacement – bid opening September 30
    - Legacy Administration Building

- **COLLECTIONS/SERVICES/PROGRAMS**
    - Tonies circulation
    - Ghost Walk tickets - on sale now
    - Manhattan Short Film Festival – six showings starting September 24

- **OTHER**
    - Rebranding launched with reopening
    - Financial Advisory and Personnel Appeals Boards

PERSONNEL ACTIONS

Mr. Nunna moved to approve the Personnel Action Appendix for the month of September 2026 as presented. Mr. Seyer seconded the motion.

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

The motion is approved

FISCAL OFFICER'S REPORT

a. Approval of the August 18, 2026, Meeting Minutes

Mrs. Cline moved for the approval of the August 18, 2026 Meeting Minutes. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 3 (Bowling, Denison, Seyer)

The motion is approved.

b. Monthly Financial Reports

Mr. Monteith presented the monthly financial report for August 2026, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, August 2026 Bank Reconciliation, and Monthly Investment Report for the board's review and approval.

Mr. Nunna moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mrs. Denison seconded the motion.

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

The motion is approved.

c. Payment of September 2026 Expenditures

Mr. Monteith presented the check register for the period of August 19, 2026, through September 15, 2026.

Mr. Nunna moved to approve the payment of expenditures, and Mr. Falkner seconded the motion.

The roll call vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

The motion is approved.

NEW/OLD BUSINESS

a. **Appropriation Transfers**
Mr. Monteith stated that, due to an oversight, the entire balance of the furniture package was not encumbered last year. Additionally, the deposit was supposed to be 50%, but ended up being short of this amount. This resulted in us believing that we had enough remaining to cover the entire balance. The second part of this transfer is related to copier costs being higher this year due to increased printing and copying due to the rebranding.

Mr. Nunna moved to approve the appropriation transfers. Mrs. Denison seconded the motion.

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

The motion is approved

b. **2027 Closures**
Mrs. Fultz stated that these closures are for Sundays adjacent to holidays, with a couple of them being for the observance of holidays. She did note that the closures around Christmas will result in the library being closed from December 23-26. Because Christmas Eve falls on Friday, and Christmas on Saturday, these are the days that most staff alternate between. Because of this, scheduling will be very difficult that week since both are paid holidays. This will result in all staff needing to take a second day off during that week. The closure for both days will help to alleviate this situation.

Mr. Falkner moved to approve the 2027 Closures. Mr. Nunna seconded the motion.

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

The motion is approved

c. **Res. No. 026-012: Approval of Then & Now Certificate**
Mr. Monteith stated that this resolution is necessary due to the purchase order being opened after the invoice was dated. The department had entered the requisition for the date that they received. Since the amount exceeds my legal authority to approve it, I am asking the board to approve this Then & Now Certificate.

Mrs. Cline moved to approve Res. No. 026-012. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

The resolution is approved

d. **Appointment of Acting Fiscal Officer**
Mr. Monteith stated that this action is necessary due to the upcoming bid opening occurring on the same day that he is going to be at a professional development conference in Cleveland. Because of this, the board will need to appoint someone to act in his place. Mr. Monteith stated that he was asking the board to appoint Liz Fultz as Acting Fiscal Officer during the time of the bid opening.

Mr. Nunna moved to appoint Liz Fultz as Acting Fiscal Officer during this time. Mrs. Cline seconded the motion.

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

The motion is approved

e. **Res. No. 026-013: Board Authorization for Opening of Sealed Bids by Acting Fiscal Officer**

Mr. Monteith stated that this resolution is basically the same as we have had to pass the last two months. This will allow Mrs. Fultz to open the sealed bids for the Woodbourne Library Exterior Panels project immediately upon the expiration of the time for bids.

Mr. Nunna moved to approve Res. No. 026-013. Mr. Seyer seconded the motion.

The roll call vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

The resolution is approved

f. **Approval of Legal Advertisement**

Mr. Monteith stated that this action item relates to the advertisement for the trustee vacancy. This year, Carol Herrick's term will end, and the new term will be for four years.

Mrs. Denison moved to approve the legal advertisement, Mr. Falkner seconded the motion.

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

ADJOURNMENT

Mr. Falkner moved to adjourn the meeting at 8:07 p.m. Mr. Nunna seconded the motion.

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

The motion to adjourn is approved.

President

Fiscal Officer

RESOLUTION NO. 026-012

AUTHORIZING THE EXECUTION OF THEN & NOW CERTIFICATES RELATED TO PURCHASE ORDER NO. 2026-00631

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on September 15, 2026 at 7:00 pm at the Centerville Library with the following members present:

Mr. Bowling	Present	Mrs. Herrick	Present
Mrs. Cline	Present	Mr. Nunna	Present
Mrs. Denison	Present	Mr. Seyer	Present
Mr. Falkner	Present		

Mrs. Cline moved, Mr. Nunna seconded of the following resolution:

Whereas, Ohio Rev. Code § 5705.41 (D) requires that all expenditures being properly encumbered at the time of commitment, and when this is not possible, the taxing authority is able to authorize the drawing of a warrant for these amounts based on the Fiscal Officer being able to certify that at both the time of commitment (Then) and at the current time (Now) the funds were available to pay the expenditure.

Whereas, the amount exceeds three thousand dollars and requires the approval of the Board of Trustees to authorize the payment of said expenditure, within thirty days.

Therefore, be it resolved that the Board of Trustees of the Washington-Centerville Public Library authorizes the drawing of a warrant in payment through:

PO #	PO Date	Invoice Date	Payment Date	Vendor	Amount
2026-00631	9/03/2026	8/22/2026	9/15/2026	AtoZdatabases.com	$4,759.00
				Total	**$4,759.00**

Upon roll call on the adoption of the above resolution, the vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

Passed: September 15, 2026

Board of Trustees
Washington-Centerville Public Library
Montgomery County, Ohio

CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on September 15, 2026 and in appearing upon the official records of said Board.

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President, Board of Trustees

_____
Fiscal Officer

RESOLUTION NO. 026-013

BOARD AUTHORIZATION FOR THE OPENING OF SEALED BIDS BY THE ACTING FISCAL OFFICER IMMEDIATELY FOLLOWING THE EXPIRATION OF TIME FOR BIDS

The Board of Trustees of the Washington-Centerville Public Library, Montgomery County, Ohio met in regular session on September 15, 2026 at 7:00 pm at the Centerville Library with the following members present:

Mr. Bowling	Present	Mrs. Herrick	Present
Mrs. Cline	Present	Mr. Nunna	Present
Mrs. Denison	Present	Mr. Seyer	Present
Mr. Falkner	Present		

Mr. Nunna moved, Mr. Seyer seconded the following resolution:

Whereas, the Board of Trustees of the Washington-Centerville Public Library is advertising for sealed bids related to the renovation of the Centerville Library

Whereas, upon expiration of the advertisement, Ohio Rev. Code § 3375.41 states that the bids shall be opened at the next meeting of the board, shall be publicly read by the fiscal officer, and shall be entered in full on the records of the board; provided that the board, by resolution, may provide for the public opening and reading of the bids by the fiscal officer, immediately after the time for their filing has expired, at the usual place of meeting of the board, and for the tabulation of the bids and a report of the tabulation to the board at its next meeting.

Whereas, the Board of Trustees has previously appointed Liz Fultz to serve in the role of Acting Fiscal Officer for Wednesday, September 30, 2026.

Therefore, the Board of Trustees does hereby authorize the Acting Fiscal Officer to publicly open and read the sealed bids at 12:00 p.m. on Wednesday, September 30, 2026 in the Woodbourne Library Program Room, and to provide for the tabulation of bids and a report of the tabulation to the board at the October 20, 2026 meeting of the Board of Trustees.

Upon roll call on the adoption of the above resolution, the vote was as follows:

Mr. Bowling	Yes	Mrs. Herrick	Yes
Mrs. Cline	Yes	Mr. Nunna	Yes
Mrs. Denison	Yes	Mr. Seyer	Yes
Mr. Falkner	Yes		

Passed: September 15, 2026

Board of Trustees

Washington-Centerville Public Library

Montgomery County, Ohio

CERTIFICATE

The undersigned, President and the Fiscal Officer of the Board of Library of the Washington-Centerville Public Library, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Library Trustees on September 15, 2026 and in appearing upon the official records of said Board.

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President, Board of Trustees

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Fiscal Officer, Board of Trustees