

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

April 18, 2023

CALL TO ORDER

The regular Board of Trustees meeting for April 2023 was held at the Woodbourne Library. Board President Barbara Denison called the meeting to order at 7:03 P.M.

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; Mrs. Suttman, **Present**; and Mr. Talda, **Absent**; 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 no hearing of the public

COMMITTEE REPORTS

Mr. Talda arrived at 7:07 P.M.

The Long-Range Facilities committee discussed the responses that were received from the Request for Qualifications advertisement that was run in the Dayton Daily News. There were seven good candidates. Two of the candidates, Hafer and LWC, did a walkthrough of the building as part of their proposal. It was decided by the committee members that they would do a ranking of the firms for the next meeting so that they can decide on which firms to bring in for interviews.

The Foundation Committee met immediately prior to the Board meeting. Among the points of discussion were the fees on the Dayton Foundation account and doing some additional research on these and any other available options.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the March 21, 2023 Meeting Minutes. Mrs. Cline seconded the motion.

The vote was: **Yes**: 6; **No**: 0; **Abstain**: 0

Motion is approved

DIRECTOR'S REPORT

▪ FACILITIES

- ❖ Woodbourne Library
 - Pumping/wellness room finished in break room
 - HVAC project
 - Quotes for boiler install over \$50K threshold
 - Project needs to go out for public bid
- ❖ Centerville Library
 - HVAC project
 - Drawings for system are nearly finished
 - Will go out for bid shortly after the bids are due in for Woodbourne boilers
- ❖ Creativity Commons
 - Conversation with Township about space after this year
- ❖ Van
 - Wrapping scheduled for 5/15

▪ PERSONNEL

- ❖ Still recruiting for Systems positions and student shelves

▪ COLLECTIONS/SERVICES/PROGRAMS

- ❖ Monthly stats – YTD increases over 2022
 - Circulation up 10.3%
 - Registration up 29.3%
 - Patron assistance up 26.5%
 - Program attendance up 199.8%
- ❖ Upcoming programs and exhibits
 - Through the Eyes of Dyslexia – 5/9 through 5/31
 - Bilingual storytime – 5/6
 - Small Business programs – Pathways to Entrepreneurship & Cybersecurity
- ❖ The Wall That Heals – website has been approved, beginning additional fund raising and putting call out for volunteers

▪ OTHER

- ❖ Ohio Library Council's Legislative Day – 4/26
- ❖ Friends events
 - Annual Meeting – 4/23, election of new officers
 - Book sale – 4/27 – 4/29
 - City BBQ takeover – 5/1

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for March 2023, including the financial statements (Cash Position, Revenue Summary, Revenue BVA, Expense Summary, General Fund Expense BVA), Notes to the Financial Statements, Monthly Investment Report and Personnel Items for the board's review and approval.

Mr. Bowling moved to approve the monthly financial report, and Mrs. Herrick seconded the motion.

The vote was: **Yes:** 6; **No:** 0; **Abstain:** 0

- b. Payment of April Expenditures

Mrs. Herrick moved to approve the payment of April expenditures, and Mr. Talda seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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.

- c. Resolution No. 023-009: Approval of Then & Now Certificate for Purchase Order No. 2023-00092, and 2023-00246 through 2023-00248 (Resolution is appended to these Minutes)

Mr. Monteith discussed that this resolution is necessary as the vendor dated each of the invoices for November 2022. However, the work on these invoices was not completed until recently, and could not therefore be paid until the completion. Additionally this was work that relates to 2023.

Mrs. Herrick moved to authorize the issuance of a Then & Now Certificate relative to these purchase order, and to authorize the payment of said expenditures. Mr. Bowling seconded the resolution.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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 resolution is approved.

NEW/OLD BUSINESS

a. Resolution No. 023-010: Transfer from the General Fund to “The Wall That Heals” Fund

Mr. Monteith reported that this transfer is being requested to allow us to report the activity related to The Wall That Heals in the separate fund that was previously approved. The \$10,000 represents the amount received from the Centerville Washington Foundation.

Mr. Bowling moved to approve the transfer of the \$10,000 from the General Fund to The Wall That Heals Fund. Mrs. Suttman seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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 resolution is approved.

b. Adult Services – Conference and Meeting Expense Appropriation Transfer

The Adult Services department is requesting this transfer to allow several members of the department to attend some conferences that are occurring this year. Gregg McCullough would be attending the ALA Conference in Chicago, Anne Wachs will be attending the Digipalooza conference in Cleveland, and several members will be able to attend the OLC Conference to be held in Cincinnati. In order to make this transfer, the department is proposing to move the funds from Program Supplies that were unused from the first quarter.

The summary of the transfer is:

101.11.52120 – Program Supplies	\$(1,700.00)
101.11.53130 – Conference/Meeting	\$ 1,700.00

Mrs. Suttman moved to approve the requested appropriation transfer. Mr. Bowling seconded the motion.

The vote was: **Yes:** 6; **No:** 0; **Abstain:** 0

Motion is approved.

c. Authorization for Placement of Legal Advertisement for the boiler addition at Woodbourne Library.

This authorization is being requested as a result of the informal bids that were received related to the addition of second boiler at the Woodbourne Library. Each of these bids came in significantly above the \$50,000 threshold for requiring sealed bids. The advertisement will run on April 23, 2023 and April 30, 2023. The bid opening would be on May 5, 2023, which we will be requesting authorization for the Fiscal Officer to open the bids at that time in a separate resolution.

Mrs. Herrick moved to authorize the placement of the legal advertisement. Mrs. Cline seconded the motion.

The vote was: **Yes:** 6; **No:** 0; **Abstain:** 0

Motion is approved.

d. Resolution No. 023-011: Authorization for Fiscal Officer to Open Bids

The Ohio Revised Code states that bids shall be opened, and publicly read by the Fiscal Officer at the next meeting of the Board after the expiration of the advertisement. The Board is able to authorize the opening of the bids immediately upon the expiration of the time for filing by the Fiscal Officer, the tabulation of the bids, and a report on the tabulation at the next meeting of the board by resolution.

We are asking the Board to approve this resolution to allow for the opening of the bids and report on the tabulation to be provided at the May meeting.

Mr. Bowling moved to authorize the Fiscal Office to open the bids at the time of the expiration of the filing period. Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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 resolution is approved.

e. Change of time and date of the May Board Meeting

Due to conflicts for the Fiscal Officer and Board Secretary on May 16, 2023, the Board agreed to move the May Meeting to May 17, 2023 at 7:30 p.m. The meeting will be held at the Centerville Library.

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 7:56 P.M. Mrs. Suttman seconded the motion

President

Secretary