

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

July 18, 2023

CALL TO ORDER

The regular Board of Trustees meeting for July 2023 was held at the Centerville Library. Board President Barbara Denison called the meeting to order at 7:00 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.

EXECUTIVE SESSION

Mrs. Suttman moved to enter executive session, pursuant to Ohio Rev. Code § 121.22(G)(2), for the purpose of considering the purchase of property for public purposes. She additionally stated that it was the desire of the Board to invite the Library’s representatives from Irongate Realtors, Tom Kretz, Alex Zaharieff and Emily Tith to join the Board during the executive session. Mrs. Cline seconded the motion.

The roll call vote was:

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>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The Board entered Executive Session at 7:01 p.m.

At 7:02, Mr. Talda arrived and joined the board in the executive session.

At 7:50 p.m., the Board exited Executive Session and was returned to open session by Board President Mrs. Denison.

Mrs. Herrick moved to authorize Mrs. Fultz, Library Director, to negotiate for the potential purchase of the discussed property, contingent upon five different inspections: Physical, Environmental, Governmental, Legal and Title. Additionally, the purchase of the property requires final board approval of any contract. Mrs. Suttman seconded the motion.

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

Motion is approved

HEARING OF THE PUBLIC

Mr. Monteith stated that there was no hearing of the public

RESOLUTION NO. 023-014: 2024 BUDGET APPROVAL

Mr. Monteith presented the 2024 Budget Recommendation. For available resources, it was noted that we still do not have information regarding what the Public Library Fund (PLF) will look like going into next year. While the State Legislature permanently set the PLF at 1.7%, they also made cuts to income taxes. As the amount of taxes collected by the state is the source of the funding for the PLF, this will likely result in a reduction in PLF revenue. Additionally, we set the property tax revenue amount based on a 97.5% collection rate, instead of the 95% used by the County Auditor. We anticipate about \$8.6 million in revenue for 2024. The only item of note in the other funds is the transfer of \$3 million to the Building Fund. This is likely more than we will need for the Building project, but we wanted to be prepared for a higher cost on the project.

For expenditures, we have budgeted a slightly lower amount in 2024 than we had as part of the 2023 appropriations. This was due to their being some extra amounts being appropriated during 2023. In refining the budgeting process for these items, we found that these amounts could likely be reduced slightly. An item of note is that the total salaries will increase going into next year as a result of the elimination of the 10% pickup of PERS. While salaries are increasing, the PERS budget for next year will decrease. Insurance expenditures are also budgeted to decrease next year. There were some additional positions that were included in the appropriations for 2023, and there was also a bit of contingency included to allow for changes that could not be anticipated. There is still some of this included in the budget, but the amount are reduced going into next year.

Supplies are budgeted to increase slightly. We are adding vehicle supplies for next year. This addition, plus a slightly higher amount for supplies purchased for resale, results in an \$8,000 increase. It is anticipated that the amount for resale supplies will be reduced in the appropriations to be done later this year.

Contract services are increasing by about \$27,000 for next year. Part of this increase is due to conference/meeting expenses being increased due the Public Library Association conference being held in Columbus. As a result of this, it is our desire to send additional personnel to the conference either for the entire conference or for an individual day. One item that is being included in the contract services is the rent expense which was anticipated for a new home for Creativity Commons. However, as a result of matters discussed earlier in the meeting, this item will likely be eliminated in the appropriations later this year.

For collection development, there is an approximately \$60,000 increase from the 2023 appropriated amount. This is due to the electronic materials cost increasing next year.

In total, excluding transfers and contingency, we are budgeting for a decrease from 2023 appropriations of about \$335,000. Reductions in capital outlay expenditures are a primary reason

for this decrease. Total budget for the General Fund was \$11,403,026, with \$3.1 million of this being transfers and contingency.

In the other funds, the main item of note is that we are budgeting for an additional \$3.75 million for the renovation of the Centerville Library. This would make the total of this project approximately \$6.27 million. This is likely more than we would need, especially given that there will likely not be a need to add on to the Centerville Library.

Finally, the Long-Term Projections were discussed. The 2028 projections showed that the amount available in reserve is less than the operating expenditure amount being budgeted. Mrs. Herrick noted that it has been the standard operating procedure of the Library Board that whenever the amount in reserve is less than the operating expenditure amount, the Board would need to evaluate the need to ask for a new levy. Mr. Bowling stated that we cannot be asking the voters for additional money less than ten years after our last levy. It was agreed that we need to monitor this trend and then evaluate again to determine if this will be the case. If the trends continue toward this, we need to first evaluate if there are areas that we can cut back before asking for additional money.

Mr. Bowling left the meeting at 8:25 p.m.

Mrs. Herrick moved to approve the 2024 Budget Proposal as presented. Mrs. Suttman seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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>		

Resolution No. 023-014 is approved.

APPROVAL OF MINUTES

Mrs. Herrick moved for the approval of the June 20, 2023 Meeting Minutes. Mrs. Suttman seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 1 (Denison)

Motion is approved

DIRECTOR'S REPORT

- **FACILITIES**

- ❖ Woodbourne Library

- Boiler addition – still waiting on a contract

- ❖ Centerville Library
 - RFPs from architects received
 - HVAC bids received
 - ❖ Creativity Commons
 - MOU extension update
 - ❖ Van
 - Hit at the Americana parade
- **PERSONNEL**
 - ❖ Recruiting for Maker Specialist replacement, Outreach Coordinators, and Adult Services Specialists
 - ❖ Intellectual Freedom Committee being formed
 - **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Provided copies of books for City's Tea Party With Me
 - ❖ Finding Freedom Summer on exhibit through July at Woodbourne Library
 - ❖ The Wall That Heals – arrives 1 week from today
 - Volunteers are still needed
 - Opening ceremony – Thursday, 7/27 at 10:00
 - Buglers playing taps each evening Thursday – Saturday at sundown
 - Brief closing ceremony – Sunday, 7/30
 - Board member available to speak at closing ceremony?
 - **OTHER**
 - ❖ Friends
 - Paperback book sale – sold out within hours
 - Searching for an Events Chair, Volunteer Chair, and Book Sale Chair(s)

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for June 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.

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

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

- b. Payment of July Expenditures

Mrs. Suttman moved to approve the payment of July expenditures, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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.

NEW/OLD BUSINESS

a. Motion to accept the Centerville HVAC Sealed Bid and Negotiate a Contract

Mr. Monteith stated that there was only one sealed bid received for the Centerville Library HVAC project. The bid was included in the packet. The total project cost was bid at \$398,950. Mrs. Suttman moved to authorize Mrs. Fultz to enter negotiations for a contract for the project at up to the bid amount. Mrs. Herrick seconded the motion.

The vote was: **Yes**: 5; **No**: 0; **Abstain**: 0

Motion is approved.

b. Resolution No. 023-015: Resolution to Rescind Resolution No. 099-001 – OPERS Pick-up Plan

Mr. Monteith stated this resolution is necessary to eliminate the Board pickup of pension contributions. In eliminating the pick-up plan, each fully benefitted employee will see an automatic 10% increase in their pay to cover most of the elimination of the pick-up plan. It was asked about whether this was negotiated with the union. Mrs. Fultz stated that this was included in the Collective Bargaining Agreement, so there would be no need to consult with the attorney to make this happen.

Mrs. Suttman moved to approve Resolution No. 023-015: Resolution to Rescind Resolution No. 099-001 – OPERS Pick-up Plan. Mrs. Herrick seconded the resolution.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</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.

ADJOURNMENT

Mrs. Suttman moved to adjourn the meeting at 8:50 P.M.

President

Secretary