

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

October 18, 2022

CALL TO ORDER

The regular Board of Trustees meeting for October 2022 was held at the Centerville Library. Board President Liz Cline called the meeting to order at 7:01 P.M.

ROLL CALL

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

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mr. Talda moved for the Board to adjourn to Executive Session for the purposes of preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

Mrs. Herrick seconded the motion.

The roll call vote was as follows: Mr. Bowling, **Yes**; Mrs. Cline, **Yes**; Mrs. Denison, **Yes**; Mrs. Herrick, **Yes**; Mr. Nunna, **Yes**; Mrs. Suttman, **Absent**; and Mr. Talda, **Yes**.

The Board entered into Executive Session at 7:02 p.m.

Mr. Talda left the meeting at 7:50 p.m.

At 7:53 p.m., the Board President returned the meeting to open session stating that there would be no actions taken as a result of matters discussed in executive session.

APPROVAL OF MINUTES

Mrs. Denison moved to approve the September 20, 2022 Meeting Minutes and Mr. Bowling seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

- **FACILITIES**
 - ❖ Centerville
 - ❖ Woodbourne
 - Issue with communicator on fire alarm system – getting quotes to possibly change to Silco

- **PERSONNEL**
 - ❖ New Public & Outreach Services Manager – Charlette Jouan effective 10/24
 - ❖ New Library Aides starting – 3 internal promotions, 3 external hires
 - ❖ Run, Fight, Hide training with CVPD scheduled for November
 - ❖ Ohio's minimum wage set to increase 8.7% to \$10.10 on January 1

- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Planning to upgrade patron catalog to Vega – implementation estimated for January, increase in yearly cost, but better user experience
 - ❖ SearchOhio renewal for 2023 – cost more than doubled
 - ❖ Accepting recycling at Creativity Commons – batteries, razors, candy wrappers, and Kroger packaging
 - ❖ Upcoming programs and exhibits
 - Halloween trick-or-treat for kids 10/31
 - Centerville Library polling location 11/8
 - Centerville Library vaccine clinic 11/15
 - Our People, Our Community Art Show at Woodbourne continues in November with the 45+ age group
 - Veterans exhibit at Centerville Library 11/11 – 11/13

- **OTHER**
 - ❖ Grant application through Ohio Department of Education for Libraries Accelerating Learning - \$91,000
 - ❖ Friends
 - Book sale this Thursday - Saturday
 - City BBQ takeover Monday

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for September 2022, including the financial statements (Cash Position, Revenue Summary and Expense Summary), 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 Mr. Nunna seconded the motion.

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

b. Payment of October Expenditures

Mrs. Denison moved to approve the payment of September expenditures, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

NEW/OLD BUSINESS

a. **Resolution No. 022-021: PNC Corporate Resolution – Authorization for Electronic Delivery**

Mr. Monteith stated that this resolution is needed to allow for the Library to receive statements, trade confirmations, and credit advices by electronic means

Mr. Bowling moved to approve Resolution No. 022-021, Mr. Nunna seconded the motion. The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

b. **Resolution No. 022- 022: Transfer from Unclaimed Funds to General Fund**

According to Ohio Revised Code Section 9.39, all money received or collected by a public official under the color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office.

We are asking the Board to approve the transfer of \$42.50 back to the General Fund to reflect the payment of one check previously voided as stale dated in accordance with the Ohio Revised Code requirements.

Mrs. Herrick moved to approve the resolution, and Mrs. Denison seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

c. Approval of Strategic Roadmap

Mrs. Fultz presented the Strategic Planning Roadmap that was developed by the Strategic Planning team. The Board Members stated that they were good with what had been developed, with the exception of the vision statement which they would like revised.

Mrs. Denison moved to approve the Strategic Roadmap with the revision to the vision statement. Mr. Nunna seconded the motion.

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

The board additionally stated that they did not need to see the revised vision statement.

d. Approval of the Sunday Closures

Mr. Monteith presented the list of proposed Sunday closures for 2023:

January 1, 2023: New Year's Day

April 9, 2023: Easter Day

May 28, 2023: Precedes Memorial Day

September 3, 2023: Precedes Labor Day

December 24, 2023: Christmas Eve

December 31, 2023: New Year's Eve

Mrs. Herrick moved to approve the Sunday closures, Mr. Bowling seconded the motion.

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

e. Policy Revision – Materials Reconsideration

Mrs. Fultz presented regarding the policy revision for materials reconsideration. The policy revisions included requiring that one form be filled out for each title that the patron wishes the library to reconsider, the form must be filled out completely, and the requirement that the patron be a resident of Montgomery County. Additionally, the policy was revised to state that reconsiderations would be completed within a reasonable period of time.

Mrs. Denison moved to approve the policy, Mr. Nunna seconded the motion.

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

f. Request for Proposal – Tri-Tech Engineering

Mrs. Fultz presented regarding the proposal obtained from Tri-Tech Engineering. The Board discussed the proposal, including the timeline for the project.

Mrs. Herrick moved to approve the proposal from Tri-Tech Engineering for the HVAC system at the Centerville Library, and to install a second boiler at Woodbourne library, contingent upon review of the terms and condition by legal counsel Scot Stone

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Yes</u>
Mrs. Cline	<u>Yes</u>	Mrs. Suttman	<u>Absent</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

g. Meeting Dates

The Board discussed the upcoming meeting dates and proposed the following changes:

Meetings Added:

November 10, 2022: Board Meeting, Woodbourne Library at 7:00 p.m.

December 13, 2022: Board Meeting, Centerville Library at 5:30 p.m.

Meetings Cancelled:

November 15, 2022: Board Meeting

December 20, 2022: Board Meeting

Mrs. Herrick moved to approve the schedule changes, Mr. Nunna seconded the motion.

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

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:45 PM

President

Secretary