

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

November 14, 2023

CALL TO ORDER

The regular Board of Trustees meeting for November 2023 was held at the Centerville Library. Board President Barbara Dension called the meeting to order at 6:59 P.M.

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

HEARING OF THE PUBLIC

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

EXECUTIVE SESSION

Mrs. Herrick moved to adjourn to executive session, pursuant to ORC § 121.22(G)(1), for the purpose of discussing the compensation of public employees. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</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 Board entered into executive session at 7:00 p.m.

At 7:25, Board President Barbara Denison returned the meeting to open session.

HUMAN RESOURCES PRESENTATION

a. **2024 Benefits**

Mrs. Robinson presented regarding 2023 changes to benefits. She stated that House Bill 33, which was signed into law by Governor DeWine in July 2023, extends coverage for dental and vision coverage for unmarried children up to age 26. She also talked about the

changes to high deductible health plans, which change the minimum deductibles to \$1,600 for single coverage and \$3,200 for family coverage. As our deductible amounts are set higher than these minimum thresholds, no changes are required to our deductible amounts. Finally, Centerville City School District confirmed that there would be no increase in health care premiums for 2024. The schools also confirmed that Delta Dental has been renewed for one year, also with no increase. The current rates for vision insurance, which is an employee-paid benefit, also did not change.

Mrs. Herrick moved for open enrollment to proceed with the above changes as required by House Bill 33. Mr. Nunna seconded the motion.

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

b. Compensation Changes

Mrs. Robinson presented regarding the changes to Ohio's minimum wage. She stated that on January 1, 2024, the minimum wage will rise to \$10.45 per hour. She presented two alternatives:

1. Increase the minimum wage by 3.5%, with no change to the maximum. This will allow the library to be complying with the new minimum wage.
2. Increase the range minimum as required, and also increase the maximum by 3.5%

She stated that her recommendation is to increase both range minimum and maximum by 3.5%.

Second, she presented that four shelving assistants would be below the new minimum wage on January 1, 2024. She recommended that effective January 1, 2024, the wages of these four shelving assistants be adjusted to minimum wage.

Finally, as a result of the rescinding of the OPERS pickup, changes need to be made to the pay ranges for selected positions. It is her recommendation that the pay ranges for selected positions be increased by 2% to 10%, to allow us to remain competitive with other libraries.

Mrs. Herrick moved to approve the compensation changes as presented and recommended by Mrs. Robinson. Mrs. Cline seconded the motion.

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

c. Personnel Policy Revisions

Mrs. Robinson stated that there were some changes needed to certain personnel policies.

Alcohol and Drug Use: Policy is amended to clarify that marijuana is still considered an illegal drug under federal law.

Cell Phone Usage: Amended to require employees who are performing library business to refrain from using their cell phone while driving. Additionally, it clarifies the expectation from ‘are expected to’ to ‘must’ refrain. Additionally, disciplinary action as a result of policy violations are now included in the policy.

Social Media: Change broadens the scope of library policies that can be violated by social media postings by employees.

Ohio Public Employees Retirement System: The changes to current policy reflect the elimination of the pick-up.

Holidays and Special Closing (Make-up of Time): Amends the policy to remove the specific number of recognized holidays approved by the board. In the future, if additional holidays are approved, there will not be a need to change the policy.

Mrs. Herrick moved to amend the policies as presented. Mrs. Cline seconded the motion.

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

LONG-RANGE FACILITIES COMMITTEE

Mr. Nunna discussed the Long-Range Facilities Committee meeting that was held on November 6th. During this meeting the committee talked about the strengths and weaknesses of the various construction delivery models. He stated that the members of the committee had concluded that the most appropriate delivery model based upon the factors of our project would be the Design-Bid-Build method.

Mrs. Herrick moved to approve Resolution No. 023-019: Authorizing Design Professional Procurement with a Design-Bid-Build Delivery Model for the Centerville Library Renovation Project. Mr. Nunna seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</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. 023-019 is approved.

As the Request for Qualifications was not ready for the meeting, we do not have it ready for this meeting. However, once it is ready, it can be placed in the Dayton Daily News if approved by the Board of Trustees. Mr. Nunna moved to approve the placement of the legal advertisement once it is ready. Mrs. Cline seconded the motion.

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

APPROVAL OF MINUTES

Mrs. Suttman moved for the approval of the October 17, 2023 Meeting Minutes. Mrs. Herrick seconded the motion.

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

DIRECTOR'S REPORT

❖ FACILITIES

❖ Congress Park

- Electrical work is complete, alarm system should be soon, security cameras are being installed, thermostats have been installed
- Working on making arrangements to replace exterior doors in order to install keycards and to have general contractor do interior wall changes; still exploring options for outside brick repair

❖ Woodbourne Library

- HVAC – closing meeting scheduled for Friday

❖ Centerville Library

- HVAC – Boiler, air handler, and installed valves are under control, they are stabilizing the building pressure; a few additional valves still need to be installed

❖ Van

- Ramp is on order, should be here in a couple weeks
- Gary is making custom carts to use to move materials between buildings

❖ PERSONNEL

- ❖ Recruitment – Youth Services Specialist and Adult Services Aide positions have been filled, both starting after Thanksgiving; Public Services Team Leader in progress

❖ COLLECTIONS/SERVICES/PROGRAMS

- ❖ Staff will be doing some shifting of the adult collection at Woodbourne to make more room for fiction
- ❖ Good Life Award Winners are being notified
- ❖ Erma Bombeck Writing Competition begins December 4
- ❖ Current exhibit at Woodbourne is by R. Darden Bradshaw, professor at UD

❖ **OTHER**

- ❖ Creativity Commons will be featured in the December issue of Centerville Lifestyle magazine
- ❖ First Amendment Auditor visited Centerville Library and other nearby public entities
- ❖ Friends still in need of Book Sale Chair(s)

FISCAL OFFICER'S REPORT

- a. Mr. Monteith presented the monthly financial report for October 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. Talda moved to approve the monthly financial report, and Mrs. Herrick seconded the motion.

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

The motion is approved.

- b. Payment of November Expenditures

Mr. Nunna moved to approve the payment of November expenditures, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Absent</u>	Mr. Nunna	<u>Yes</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. **Resolution No. 023-020: Advance Request for Taxes Collected**

Mr. Monteith stated that this resolution is required by the County Auditor to allow for the distribution of property tax receipts collected as they are received. We pass this resolution annually, and ask that the maximum available be remitted on a weekly basis.

The roll call vote was as follows:

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

Mr. Nunna	<u>Yes</u>
Mrs. Suttman	<u>Yes</u>
Mr. Talda	<u>Yes</u>

The resolution is approved

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:25 P.M. Mr. Nunna seconded the motion.

President

Secretary