

# WASHINGTON-CENTERVILLE PUBLIC LIBRARY

## BOARD MEETING MINUTES

November 18, 2025

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### **CALL TO ORDER**

The regular Board of Trustees meeting for November 2025 was held at the Woodbourne Library. Board President Carol Herrick called the meeting to order at 7:00 p.m.

The roll call was as follows: Mr. Bowling, Absent; Mrs. Cline, Present; Mrs. Denison, Present; Mr. Falkner, Absent; Mrs. Herrick, Present; Mr. Nunna, Present; and Mrs. Suttman, Present; also Mrs. Fultz, Library Director; Mr. Monteith, Fiscal Officer; Ms. Herbstreit, Marketing and Communications Manager, Mrs. Robinson, Human Resources Manager (Retiring), Mr. Salvatore, Human Resources Manager (New) and members of the public.

### **AGENDA CHANGE**

Mrs. Suttman moved to amend the agenda to include the approval of fire suppression system work under new business. Mr. Nunna seconded the motion.

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

### **HEARING OF THE PUBLIC**

Mr. Monteith stated that there no hearing of the public this month.

### **EXECUTIVE SESSION**

Mrs. Suttman moved, pursuant to ORC §121.22(G)(1), to adjourn to executive session for the purpose of discussing the employment and/or compensation of a public employee; and pursuant to ORC §121.22(G)(4) for the purpose of conducting and review negotiations with public employees concerning their compensation or other terms and conditions of their employment. Mrs. Cline seconded the motion.

The roll call vote was as follows:

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

At 7:02 p.m., the board entered executive session.

At 7:22 p.m., the board exited executive session. Mrs. Herrick returned the meeting to open session with no additional action related to the matters discussed in executive session.

## **STAFF PRESENTATIONS**

### Human Resources

Mrs. Robinson, Human Resources Manager, presented regarding open enrollment changes, pay ranges for Shelving Assistants, and Personnel Policy Manual revisions.

For the 2026 benefits, the Centerville City School District confirmed a 9% increase for medical premiums, with no changes to the plan. For dental insurance, the school district made the decision to move from a fully insured plan to self-funded for 2026. There were no changes to the plan. As a result of the move, there is a 1% increase effective of January 1, 2026. There were no changes made to the vision insurance plan offered through EyeMed.

It is recommended that the board approve the premium increases to the health and dental insurance plans for 2026.

Regarding the pay ranges for Shelving Assistants, she stated that the minimum wage for Ohio will increase to \$11.00 per hour on January 1, 2026. As a result, there are a couple of changes that will need to be made to the pay ranges to address this increase. First, the pay range minimum for Shelving Assistants is currently \$10.70 per hour, with the maximum being \$14.25 per hour. Second, there is one Shelving Assistant that will be nearing the range maximum in the next year, and an additional two employees that will reach it in the next two years. The recommendation is to increase the minimum wage by 2.8% and increase the range maximum by 3%.

There is one Shelving Assistant that will be below the new minimum wage and will need to be adjusted. The recommendation is to adjust the wages of the Shelving Assistant to \$11.00/hour in accordance with the new minimum wage.

Finally, there are a couple of policy revisions being presented:

1. Hiring and Evaluation: Amended to include the requirement that a consumer report be obtained for positions hired at the Team Leader or above. This is due to their access to sensitive personal information on their staff.
2. Working Conditions: Amended to reflect current practice with the use of UKG software for time clock.
3. Vacation Leave: Amended to increase vacation accrual amounts for employees hired at the Team Leader/Manager level. Many of the requirements of these positions require significant experience but may or may not include public employment. This has proved to be a hinderance to hiring some of the best candidates for these positions.

It is recommended that the board approve these policies as presented.

#### Marketing and Communications

Teri Herbstreit, Marketing and Communications Manager, presented regarding the current effort to rebrand the library in conjunction with the renovation of the Centerville Library. She stated that the current branding scheme dates back to the early 1990's. Additionally, the current logo and fonts have become dated, and even required the purchase of a special font.

She stated that we have been working with a freelance designer over the last year to develop some ideas for potential rebranding. She then showed them some of these designs.

There were some questions regarding the process moving forward and what the board's approval tonight would entail. She stated that their approval allows us to proceed further in the process, but will not be official until the approval of appropriations next month.

### **COMMITTEE REPORTS**

#### Trustee Interview Committee

Mrs. Cline stated that the Trustee Interview Committee met on November 6, 2025 to interview candidates for the trustee position coming open as a result of Carleen Suttman's decision to not reapply for her position. The Committee interviewed two candidates for the position. The Board was provided with the resume and cover letter for the chosen candidate. It is the committee's recommendation that the Board approve of the chosen candidate, and directs the Fiscal Officer and Library Director to provide the information to the Centerville City School District for approval by the Board of Education at an upcoming meeting.

#### Nominating Committee

Mr. Monteith stated that the Nominating Committee needs to schedule a meeting to develop their recommendation for the slate of officers for 2026.

#### Executive Committee

Mr. Monteith reminded the Executive Committee that they are scheduled to meet before the December meeting for the purpose of conducting the annual review of the Fiscal Officer.

#### Finance Committee

Mr. Monteith stated that the Finance Committee is scheduled to meet on December 9, 2025.

#### **At 7:58 p.m., Mrs. Suttman left the meeting**

### **APPROVAL OF MINUTES**

Mrs. Suttman moved for the approval of the August 19, 2025 Meeting Minutes. Mrs. Cline seconded the motion.

The vote was: Yes: 2; No: 0; Abstain: 2 (Cline, Herrick)

## **DIRECTOR'S REPORT**

Mrs. Fultz presented her monthly report for November 2025:

- **FACILITIES**
  - Operating hours – Friday evenings and Sundays
  - Centerville Library
    - Fire suppression replacement quote
  - Woodbourne Library
  - Legacy Administration Building
    - Trustee recognition plaques arriving soon
- **COLLECTIONS/SERVICES/PROGRAMS**
  - SearchOhio delayed
  - Express movie collection being discontinued
  - New York Times Online All Access – 140% increase in usage from September to October
  - ValueLine only available digitally starting 2026
  - Entrepreneur Center posting Q&A about Creativity Commons on their website
  - Good Life Award – 20<sup>th</sup> year, celebration December 4<sup>th</sup>
  - Beginning required cybersecurity training
- **OTHER**
  - Joint Public Entities discussion on communicating property taxes
    - Next meeting January 12<sup>th</sup>

## **FISCAL OFFICER'S REPORT**

- a. Mr. Monteith presented the monthly financial report for October 2025, including the financial statements (Cash Position, Revenue Summary, Revenue Budget Statement, Expense Summary and General Fund Expense Budget Statement), Notes to the Financial Statements, October 2025 Bank Reconciliation, Monthly Investment Report and Personnel Items 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: 4; No: 0; Abstain: 0

The motion is approved.

- b. Payment of November 2025 Expenditures

Mr. Monteith presented the check register for the period of October 21, 2025 through November 18, 2025.

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

The roll call vote was as follows:

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

The motion is approved.

## **NEW/OLD BUSINESS**

a. **Approval of premium increases**

Mrs. Cline moved to approve the premium increases to health insurance by 9%, and to dental insurance by 1% as recommended during the Human Resources presentation. Mr. Nunna seconded the motion.

The vote was: Yes: 4; No: 0; Abstain: 0

The motion is approved.

b. **Approval of increases to Shelving Assistant pay ranges to the new Ohio minimum wage amount, and increasing the range maximum by 3%**

Mrs. Denison moved to approve the changes to the pay ranges for Shelving Assistants as presented during the Human Resources presentation. Mr. Nunna seconded the motion.

The vote was: Yes: 4; No: 0; Abstain: 0

The motion is approved.

c. **Approval of adjustment to the wages of Shelving Assistants who will be below Ohio's new minimum wage to \$11.00 per hour.**

Mrs. Cline moved to approve the adjustment on January 1, 2026 to the Shelving Assistants that are currently below the new minimum wage amount of \$11.00 per hour. Mrs. Denison seconded the motion.

The vote was: Yes: 4; No: 0; Abstain: 0

The motion is approved.

d. **Approval of revisions to the Hiring and Evaluation, Working Conditions, and Benefits - Work/Life Balance sections of the personnel manual**

Mrs. Cline moved to approve the revisions to the personnel manual policy as presented during the Human Resources presentation. Mrs. Denison seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

e. **Approval of Fiscal Manual Policy Changes**

Mr. Monteith stated that the changes to the Trustee Appointment Policy were necessary because of changes made to trustee terms in the biennial budget. The policy removes references to seven-year terms and replaces these with a reference to the Ohio Revised Code section.

Mrs. Fultz and Mr. Monteith discussed the changes to the review process for the Fiscal Officer and Library Director. This formalizes the process in a manner that is consistent with the policy in place for staff reporting to these individuals.

Mrs. Denison moved for the approval of the changes to the Fiscal Manual policies. Mr. Nunna seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

f. **Approval of candidate to fill open Trustee position, and make recommendation to the Centerville City School District Board of Education**

Mr. Nunna moved to approve the chosen candidate and forward the recommendation to the Board of Education for approval and appointment at an upcoming meeting. Mrs. Cline seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 0

The motion is approved.

g. **Res. No. 025-008: Advance Request of 2025 Tax Dollars**

Mr. Monteith stated that this resolution is necessary to allow us to receive property tax dollars when they become available, rather than waiting for the final settlement that typically occurs in March. This allows us to receive and invest these funds.

Mrs. Cline moved to approve Resolution No. 025-008. Mr. Nunna seconded the motion.

The roll call vote was as follows:

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

The resolution is approved

**h. Approval to proceed with the rebranding of the library in the 2026 fiscal year**

Mr. Nunna moved to approve proceeding with the rebranding of the library during the 2026 fiscal year. Mrs. Denison seconded the motion.

The vote was: Yes: 4; No: 0; Abstain: 0

The motion is approved.

**i. Approval of Fire Suppression work for the Centerville Library, in an amount not to exceed \$50,000**

Mr. Nunna moved to approve the fire suppression system work at the Centerville Library, as discussed in the Director's Report, in an amount not to exceed \$50,000. Mrs. Denison seconded the motion

The vote was: Yes: 4; No: 0; Abstain: 0

The motion is approved.

## **OTHER**

There was no other business to be discussed.

## **ADJOURNMENT**

Mrs. Cline moved to adjourn the meeting at 8:33 p.m. Mr. Nunna seconded the motion.

The vote was: Yes: 4; No: 0; Abstain: 0

The motion to adjourn is approved.

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**President**

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**Fiscal Officer**