

WASHINGTON-CENTERVILLE PUBLIC LIBRARY
BOARD MEETING MINUTES

December 12, 2023

CALL TO ORDER

The regular Board of Trustees meeting for December 2023 was held at the Centerville Library. Board President Barbara Dension 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, **Present**; Mrs. Suttman, **Present**; and Mr. Talda, **Absent**; 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

Mrs. Cline moved to adjourn to executive session, pursuant to ORC § 121.22(G)(1), for the purpose of discussing the employment and/or compensation of a public employee. 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The Board entered executive session at 7:02 p.m.

At 7:07, Board President Barbara Denison returned the meeting to open session.

RE-HIRING OF FISCAL OFFICER

Mr. Bowling moved to re-hire John Monteith as Fiscal Officer for another year, with a 5% raise, effective January 1, 2024. Mrs. Herrick seconded the motion.

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

COMMITTEE REPORTS

a. FINANCE COMMITTEE

Mrs. Suttman, Finance Committee Chair, turned the committee report over to Fiscal Officer John Monteith to report regarding the meeting of the Finance and Financial Advisory Committee that was held on November 28, 2023.

Mr. Monteith stated that he had reviewed the proposed appropriations for the 2024 Fiscal Year with these committees. Their review had not resulted in any changes being needed or requested based on the information that was provided. There was one change that was made to the audio-visual materials line as a result of a new collection that we became aware of. However, this change was only \$2,000.

Mr. Monteith stated that the Finance Committee had reviewed the information in detail, and the rest of the Board was provided with the Appropriations Packet. If there were not any questions related to the information, and there was no desire to review the packet in detail, he would not do so.

Mr. Monteith asked the Board to approve Resolution No. 023-021: 2024 Appropriations Resolution as presented. Mrs. Herrick moved to approve the resolution. Mrs. Cline 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

Resolution No. 023-021 is approved.

NOMINATING COMMITTEE

Mrs. Herrick reported that the Nominating Committee had chosen not to meet this year. This was due to agreement of the current officers of the Board choosing to serve another year in their positions.

The slate of officers was presented as follows:

President – Barbara Denison
Vice President – Randy Bowling
Secretary – Carleen Suttman
Fiscal Officer – John Monteith

Mrs. Herrick moved to accept the slate of officers. Mr. Nunna seconded the motion.

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

APPROVAL OF MINUTES

Mrs. Cline moved for the approval of the November 14, 2023 Meeting Minutes. Mr. Nunna seconded the motion.

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

DIRECTOR'S REPORT

❖ FACILITIES

- ❖ Congress Park
 - Interior changes and exterior repairs are underway
 - GOT-JUNK sign – is being removed, \$4,000 to change it
- ❖ Woodbourne Library
 - HVAC – project is nearly complete, controls won't be until after the holidays
 - Issue with lights in AV section of building
- ❖ Centerville Library
 - HVAC – project is also nearly complete, controls training scheduled for 12/21
 - Ad went out for design services and contacted previously short-listed firms
- ❖ Creativity Commons –
 - Issue with ventilation with new xTool machine – has been resolved
 - Closed on Monday, 12/11 due to lack of heat
 - Added a minimum age of 13 to be in the space without an adult
- ❖ Van
 - Ramp is installed

❖ PERSONNEL

- ❖ Several positions filled this month – Adult Services Aide, Youth Services Specialist, and Public Services Team Leader

❖ COLLECTIONS/SERVICES/PROGRAMS

- ❖ Adding more interactive elements into the Children's Room

❖ **OTHER**

- ❖ ALA Grant – Libraries Transform Communities Engagement Grant application \$2,000 to help support summer visits to Chevy Chase
- ❖ Rules of Conduct policy change

Mrs. Herrick moved to approve the Rules of Conduct policy change to include prohibiting the use of marijuana on library properties. Mr. Nunna seconded the motion.

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

- ❖ Trespassed patrons

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for November 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. Suttman moved to approve the monthly financial report, and Mr. Bowling seconded the motion.

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

The motion is approved.

- b. Payment of December Expenditures

Mrs. Herrick moved to approve the payment of December expenditures, and Mr. Bowling 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The motion is approved.

NEW/OLD BUSINESS

- a. **2024 Board Meeting Schedule**

Mrs. Suttman moved to approve the 2024 Board Meeting Schedule as presented. Mrs. Herrick seconded the motion.

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

b. Appropriation Transfers

Mr. Monteith stated that there were three separate appropriation transfers that were necessary this month.

Appropriation Transfer #1 will allow for the full \$1,000,000 to be transferred from the General Fund to the Building Fund. Earlier this year, the board approved a transfer of \$10,000 from the General Fund to “The Wall That Heals” Fund to account for costs associated with bring this event to Centerville. We are requesting that \$10,000 be transferred from Public Service Program Supplies to Transfers Out.

101.10.52120 – Program Supplies	\$(10,000.00)
101.00.59900 – Transfers Out	\$ 10,000.00

Appropriation Transfer #2 will allow us to commit to the General Contractor for work at Congress Park. When appropriations were approved for 2023, we anticipated moving Creativity Commons to a separate location. As a result, we appropriated for Rents & Leases. Obviously, the direction changed and therefore there is no need for any funds to be appropriated for rent.

101.24.53500 – Rents & Leases – CC	\$(31,500.00)
101.03.53310 – Building & Site Repairs – CP	\$ 31,500.00

Appropriation Transfer #3 involves reallocating appropriations for “The Wall That Heals” to allow us to close out the fund using payroll costs that were associated with putting the event on.

203.00.52120 – Program Supplies	\$(1,400.22)
203.00.52140 – Postage	\$ (37.00)
203.00.53275 – Marketing/Advertising	\$ (130.03)
203.00.53290 – Printing/Publications	\$ (600.00)
203.00.53790 – Other Professional Services	\$ (970.00)
203.00.51110 – Director/Manager	\$ 1,022.89
203.00.51120 – Library Specialists	\$ 174.50
203.00.51155 – Administrative Support	\$ 1,335.19
203.00.51400 – OPERS	\$ 604.67

Mrs. Herrick move to approve the appropriation transfers as presented. Mr. Nunna seconded the motion.

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

c. Resolution No. 023-022: Transfer to the Building Fund

Mr. Monteith stated that this resolution, combined with the appropriation transfer that was just approved, will allow us to transfer \$1,000,000 to the Building Fund that we planned as part of the 2023 Appropriations. Mrs. Herrick moved to approve Resolution No. 023-022. Mrs. Suttman 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>Yes</u>
Mrs. Denison	<u>Yes</u>	Mr. Talda	<u>Absent</u>
Mrs. Herrick	<u>Yes</u>		

The resolution is approved

ADJOURNMENT

Mrs. Herrick moved to adjourn the meeting at 8:00 P.M. Mr. Nunna seconded the motion.

President

Secretary