

**WASHINGTON-CENTERVILLE PUBLIC LIBRARY**  
**BOARD MEETING MINUTES**

March 18, 2025

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**CALL TO ORDER**

The regular Board of Trustees meeting for March 2025 was held at the Woodbourne Library. Board Vice President Randy Bowling 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**; Mr. Falkner, **Present**; Mrs. Herrick, **Absent**; Mr. Nunna, **Absent**; and Mrs. Suttman, **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 this month.

**EXECUTIVE SESSION**

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

The roll call vote was as follows:

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

The board entered the executive session at 7:01 p.m.

At 7:25 p.m., Board Vice President Bowling returned the meeting to open session.

**HUMAN RESOURCES RECOMMENDATIONS**

Mrs. Robinson, Human Resources Manager, presented the human resources recommendations for 2025. Mrs. Denison moved to approve:

- A merit increase strategy ranging from 0% to 4%, based on individual employee's 2024 performance. Increases will be effective April 1, 2025
- 2025 pay range recommendations reflecting increases of 1.5% to 5% based on the range minimum, and 1.5% to 7% to the range maximum, to be effective on April 6, 2025.

Mr. Falkner seconded the motion.

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

Mr. Falkner moved to approve the use of the same merit strategy for the partially benefited staff who will begin their review process in April. Mrs. Cline seconded the motion.

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

### **APPROVAL OF MINUTES**

Mrs. Cline moved for the approval of the February 18, 2025 Meeting Minutes. Mrs. Suttman seconded the motion.

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

### **DIRECTOR'S REPORT**

Mrs. Fultz presented her monthly report for March 2025:

- **FACILITIES**

- Centerville Library

- Mini Centerville is fully operational
    - Contractor Superintendent has been on site
    - Contract has not been finalized
    - Clearing out the building will be completed by end of the week
      - Donations of furniture and other items made (or will be made) to the following agencies:
        - Washington Township RecPlex
        - Centerville Washington Park District
        - Centerville City Schools
        - Centerville Washington History
        - Hannah's Treasure Chest
        - Trinity Church of Dayton
        - Clothes That Work
        - New Life Furniture Bank
        - Habitat for Humanity
        - Miami Valley Leadership Foundation
        - Dayton Equity Center
        - Emerge Recovery & Trade Initiative
        - Q+ Youth Center
        - Midpointe Public Library
        - Franklin Spingboro Public Library
      - Offered to Heart of Centerville and Washington Township members for sale
      - Public sale Wednesday and Thursday

- Woodbourne Library
- Legacy Administration Building
- Creativity Commons
- **OTHER**
  - PLF
    - Amendment proposal increasing to 2.0%
    - Montgomery County Library Director discussion on distribution Friday, March 21
  - Friends
    - Out of the Pocket – SOLD OUT!
    - Starting to plan to bring back Tasting with Friends

## **FISCAL OFFICER’S REPORT**

- a. Mr. Monteith presented the monthly financial report for February 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, February 2025 Bank Reconciliation Monthly Investment Report and Personnel Items for the board’s review and approval.

Mrs. Suttman moved to approve the monthly financial report, monthly investment report and bank reconciliation. Mr. Falkner seconded the motion.

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

The motion is approved.

- b. Payment of March 2025 Expenditures

Mr. Monteith presented the check register for the period of February 19, 2025 through March 18, 2025.

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

The roll call vote was as follows:

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

The motion is approved.

## **NEW/OLD BUSINESS**

### **a. Change Order Approval Process**

Mr. Monteith discussed the change order procedure as outlined in the Fiscal Manual. He stated that since this is a procedure, there is no requirement for the board to approve any changes. He then discussed the change orders that occurred during the Woodbourne project, and the breakdown by dollar amount. He then recommended that the procedure as outlined in the Fiscal Manual be used, with the following exceptions:

- Any change order exceeding \$20,000 shall be approved by the Board of Trustees or Long-Range Facilities Committee prior to proceeding.
- Any change order outside of the contract shall be approved prior to proceeding.
- Owner requested changes shall be prior approved.

Mrs. Suttman moved for the approval of the change order process as recommended. Mr. Falkner seconded the motion.

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

### **b. Insurance Renewal for 2025-2026**

Mr. Monteith stated that we had received our renewal quote from Ohio Plan, Inc. We saw an increase from the prior year due to several factors. First, the value of the buildings increased from last year. Due to the rising costs, this was not unexpected. The overall increase in premium was \$7,996. Part of this increase is due to the Centerville renovation project. Rather than take out a separate builder's risk policy, we chose to increase the value of the Centerville Library to an expected value after construction is completed.

Mrs. Suttman moved for the approval of the insurance renewal for 2025-2026. Mr. Falkner seconded the motion.

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

## **OTHER**

Mr. Monteith discussed several upcoming events for the Board of Trustees. First, the Joint Public Entities meeting is scheduled for March 31, 2025 at Washington Township.

Second, there is the OLC Southwest Ohio Trustee Lunch scheduled for April 24, 2025, at MidPointe Library in West Chester.

## **ADJOURNMENT**

Mrs. Suttman moved to adjourn the meeting at 8:21 p.m. Mr. Falkner seconded the motion.

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

The motion to adjourn is approved.

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**Vice President**

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**Fiscal Officer**