

WASHINGTON-CENTERVILLE PUBLIC LIBRARY

BOARD MEETING MINUTES

July 19, 2022

CALL TO ORDER

The regular Board of Trustees meeting for July 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, **Absent**; Mrs. Herrick, **Absent**; Mr. Nunna, **Present**; and Mrs. Suttman, **Present**; 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. Nunna moved that the Board adjourn to executive session for the purpose of discussing the employment, dismissal, or discipline 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>Absent</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

The Board entered into executive session at 7:02 P.M.

At 7:10 P.M., the Board President returned the meeting to open session stating, "I return the Board to open session, with no further action necessary as a result of the Executive Session".

APPROVAL OF MINUTES

Mrs. Suttman moved to approve the June 21, 2022 Meeting Minutes and Mr. Nunna seconded the motion.

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

Motion is approved

COMMITTEE REPORT

The Long Range Facilities Planning Committee met immediately before this meeting to discuss the plans for the Centerville Library. As a result of that meeting, the Committee proposes the following action items.

HVAC System

Mr. Nunna moved to authorize Liz Fultz, Director, to contact Heapy Engineering to work with them to design the HVAC system at the Washington-Centerville Public Library. Mr. Bowling seconded the motion.

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

Motion is approved

Centerville Library Workspace

Mr. Nunna moved to authorize Liz Fultz, Director, to request proposals from the design firms, to design the workspace, and reconfigure the workspace at the Washington-Centerville Public Library. Mrs. Suttman seconded the motion.

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

Motion is approved

DIRECTOR'S REPORT

- **FACILITIES**
 - ❖ Smoke detectors at Centerville and FDC Connections at both locations being tested
 - ❖ Centerville Library
 - Problem was with the alternating relay on the compressor
 - ❖ Woodbourne Library
 - Butterfly garden completed
 - ❖ Creativity Commons
 - 1,023 visitors in June
 - Programs have started – personalized tote bags, laser cutter glider, and quilt design are some examples
- **PERSONNEL**
 - ❖ Recent surge in COVID cases – 5 reported testing positive after July 4th holiday
 - Montgomery County now at the High level
 - ❖ Youth Services now fully staffed

- ❖ Recruiting for open positions
 - Adult Services Specialist – backfilling for Makerspace Liaison
 - Systems
 - Office 365 Specialist - adjusted positions after not being able to fill Web Administrator position
 - Systems Administrator posted due to resignation
 - Technical Services Technician – posted soon based on department needs
- **COLLECTIONS/SERVICES/PROGRAMS**
 - ❖ Summer Reading Clubs end July 30 – Adult Services happy with the level of participation in the Book Bingo
 - ❖ Board game collection – about 40 games now available
 - ❖ Roku collection - under investigation
 - ❖ On Our Sleeves- working with Dayton Children’s to help parents talk with their kids about mental health
 - ❖ Exhibit at Woodbourne in August with Centerville Arts Commission for 6-12 year olds
- **OTHER**
 - ❖ Library van – for use at Americana, facilities, events
 - ❖ Budget Commission Hearing – not presenting this year
 - ❖ First Amendment Audits – Midpointe Library recently audited
 - ❖ Friends picnic – August 14th

FISCAL OFFICER’S REPORT

- a. Mr. Monteith presented the monthly financial report for June 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.

Mr. Talda moved to approve the monthly financial report, and Mrs. Suttman seconded the motion.

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

- b. Payment of June expenditures

Mr. Bowling moved to approve the payment of July expenditures, and Mrs. Suttman seconded the motion.

The roll call vote was as follows:

Mr. Bowling Yes Mr. Nunna Yes

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

c. Resolution No. 022-015: Approval of Then & Now Certificate

Mr. Monteith reported that we had received an invoice for labor legal services in the amount of \$3,555. Since we did not have a purchase order in place related to the invoice and the amount exceeded \$3,000, board approval of a Then & Now Certificate is required. We are asking the board to approve a Then & Now Certificate related to Purchase Order No. 2022-00396.

Mrs. Suttman moved to approve a Then & Now Certificate, and 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>Yes</u>
Mrs. Denison	<u>Absent</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

The resolution is approved.

NEW/OLD BUSINESS

As part of the agreed-upon distribution formula for the Public Library Fund for Montgomery County, the Board of Trustees must approve a resolution accepting the formula.

Resolution No. 022-016: Acceptance of the Montgomery County Public Library Fund Distribution Formula for 2023

Mr. Nunna moved the following: Therefore, be it resolved that the Board of Library Trustees of the Washington-Centerville Public Library accepts the Funding Distribution Formula for the allocation of the 2023 Public Library Fund by the Montgomery County Budget Commission. Mr. Talda seconded the resolution.

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>Absent</u>	Mr. Talda	<u>Yes</u>
Mrs. Herrick	<u>Absent</u>		

Resolution No. 022-016 is approved.

ADJOURNMENT

Mr. Nunna moved to adjourn the meeting at 8:01 PM

President

Vice President