

## WASHINGTON-CENTERVILLE PUBLIC LIBRARY

### BOARD MEETING MINUTES

September 20, 2022

#### **CALL TO ORDER**

The regular Board of Trustees meeting for September 2022 was held at the Centerville Library. Board President Liz Cline called the meeting to order at 7:00 P.M.

#### **ROLL CALL**

The roll call was as follows: Mr. Bowling, **Present**; Mrs. Cline, **Present**; Mrs. Denison, **Present**; Mrs. Herrick, **Present**; Mr. Nunna, **Absent**; Mrs. Suttman, **Present**; and 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 COMMITTEE**

Mrs. Herrick moved for the Board to adjourn to Executive Session for the purposes of:

- Discussing the employment, compensation, dismissal or discipline of a public employee
- Discussing the potential purchase of real estate

Mrs. Denison seconded the motion.

The roll call vote was as follows: Mr. Bowling, **Yes**; Mrs. Cline, **Yes**; Mrs. Denison, **Yes**; Mrs. Herrick, **Yes**; Mr. Nunna, **Absent**; Mrs. Suttman, **Yes**; and Mr. Talda, **Yes**.

The Board entered into Executive Session at 7:01 p.m.

At 7:33 p.m., the Board President returned the meeting to open session.

#### **PAY RECOMMENDATION**

Mr. Bowling moved for the approval of a retroactive pay raise of 4% for the Library Director and Fiscal Officer that mirrors the pay raises given to staff that became effective on January 2, 2022. These raises are made retroactive to that date.

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

## **RECOMMENDATION TO RE-HIRE LIBRARY DIRECTOR**

Mr. Bowling moved to re-hire Liz Fultz as Library Director for another year with a 4.5% raise, effective October 14, 2022. Mrs. Herrick seconded the motion.

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

## **APPROVAL OF MINUTES**

Mrs. Denison moved to approve the August 16, 2022 Meeting Minutes and Mr. Talda seconded the motion.

The vote was: **Yes**: 4; **No**: 0; **Abstain**: 2 (Herrick and Bowling)

Motion is approved

## **DIRECTOR'S REPORT**

- **FACILITIES**
  - ❖ Centerville
    - HVAC upgrades – Request for Qualifications
  - ❖ Woodbourne
- **PERSONNEL**
  - ❖ Posted for new Library Aide positions to handle SearchOhio, help cover the desk, and other tasks
  - ❖ Posted for a new manager position – Public & Outreach Services
- **COLLECTIONS/SERVICES/PROGRAMS**
  - ❖ Shout out to the Technical Services Department – huge shipments in December and January created a backlog, which is now cleared thanks to their hard work and adjustments to processes
  - ❖ Circulating Roku – launched yesterday
  - ❖ Board games circulating well – checked out 137 games in July-August
  - ❖ Request made to Centerville Washington Foundation for Community Impact Grant to help fund the ‘Wall That Heals’, a replica of the Vietnam Veterans Memorial Wall – would be located in Stubbs Park and done in partnership with other public entities
  - ❖ Complaint received about books “on display” in the Children’s Room
  - ❖ Programs and exhibits underway
    - Exhibit at Woodbourne – Centerville’s Art Commission’s A Celebration of Our People, Our Community, ages 13 to 19
    - National Voter Registration Day – today
    - 17<sup>th</sup> Annual Dottie Yeck Good Life Award Writing Contest, closes October 4<sup>th</sup>
  - ❖ Upcoming programs

- Manhattan Short Film Festival – September 23rd, 24<sup>th</sup>, 27<sup>th</sup>, and October 1<sup>st</sup>
- Meet the Candidates Night – scheduled for October 13 at 7:00 pm in the Woodbourne Library Community Room
- Artist in Residence selected for grant project, Rosie Huart, mixed media artist. First 4-week session, ‘Pause for Beauty: Self Expression through Words and Art’, is already full.

▪ **OTHER**

- ❖ Ghost Walk on Main tickets – 78% sold out, only 38 spots remaining
- ❖ Holiday closings – December 26<sup>th</sup> and January 2<sup>nd</sup>
- ❖ Washington Township Sheriff – 1<sup>st</sup> Amendment Audit

**HOLIDAY CLOSURES**

Mr. Bowling moved to close the Library on Monday, December 26, 2022 for the observance of Christmas Day and Monday, January 2, 2023 for the observance of New Year’s Day. Mrs. Herrick seconded the motion.

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

**FISCAL OFFICER’S REPORT**

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

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

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

- b. Payment of September Expenditures

Mrs. Denison moved to approve the payment of September expenditures, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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>		

c. Resolution No. 022-018: Then & Now Purchase Order

Mr. Monteith reported that this relates to an invoice that was received for the renewal of our Morningstar subscription for the period of 11/2/2022 to 11/2/2023, in the amount of \$4,556. According to ORC 5705.41(D), any purchase that is not properly encumbered at the time of commitment can be made using the exception in the law for Then & Now purchase orders. As the amount exceeds \$3,000, this purchase order must be approved by the Board of Trustees through a resolution authorizing the Then & Now Purchase order.

Mrs. Herrick moved to approve Resolution No. 022-018 to issue a Then & Now Purchase Order in the amount of \$4,556 to Morninstar, Inc. Mrs. Denison seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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>		

**NEW/OLD BUSINESS**

a. **Resolution No. 022-019: Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor.**

Mr. Monteith stated that this resolution must be approved on an annual basis to allow the County Auditor to collect our tax levy. According to the County Auditor, the amount that they anticipate collecting is \$5,128,432. However, this amount is based on a collection rate of 95%. Mr. Monteith also provided further clarification on the difference between inside and outside millage. He stated that the inside millage relates to tax levies that do not need to be approved by the voters. However, these amounts are taken up by the City, County and Township. This results in the necessity of entities such as the library needing to take their tax levies to the voters for approval.

Mrs. Suttman moved to approve Resolution No. 022-019, Mrs. Denison seconded the motion. The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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>		

**b. Appropriation Transfer**

Mr. Monteith discussed the needed appropriation transfers. First, as a result of patron refunds continuing to come in at greater amounts than originally anticipated, we need to again make an appropriation transfer to cover the refunds that are currently on-hold due to using all available amounts already. We are asking for the following appropriation transfer:

<u>Account Code</u>	<u>Description</u>	<u>Amount</u>
101.18.51610	Health & Dental – Admin	\$(1,000.00)
101.00.57510	Patron Refunds	\$ 1,000.00

We also need to make an appropriation transfer to cover the amounts that were transferred as a result of stale dated checks.

<u>Account Code</u>	<u>Description</u>	<u>Amount</u>
101.18.51610	Health & Dental – Admin	\$(169.50)
101.00.59900	Transfers Out	\$ 169.50

Mrs. Herrick moved to approve the appropriation transfers as listed, Mrs. Suttman seconded the motion.

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

**c. Resolution No. 022- 020**

According to Ohio Revised Code Section 9.39, all money received or collected by a public official under the color of office and not otherwise paid out according to law shall be paid into the treasury of the public office with which he is connected to the credit of a trust fund and shall be retained there until claimed by its lawful owner. If not claimed within a period of five years, the money shall revert to the general fund of the public office.

Our checks are printed with a statement that checks are void after 180 days. As a result, there are two checks totaling of \$127.00 that are now considered to be void. They are:

Check #	Date	Amount	Purpose
42849	3/9/22	\$100.00	Erma Bombeck Writing Contest
42904	3/15/22	\$ 27.00	Patron Refunds

We are asking the Board to approve the transfer of this amount to Fund 102: Unclaimed Funds in accordance with the Ohio Revised Code requirements.

Mrs. Denison moved to approve the resolution, and Mrs. Herrick seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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>		

**d. Approval of Placement of Legal Advertisement – Trustee Position**

Mr. Monteith discussed that it was time to place the legal advertisement for the upcoming term ending for Trustee Barbara Denison’s seat. Our policy requires us to place a legal advertisement for the position. The wording of the ad will be:

**PUBLIC ANNOUNCEMENT**

The Washington-Centerville Public Library Board announces a vacancy on its Board of Trustees for the term January 1, 2023 to December 31, 2029. By Ohio law, the Centerville School District Board of Education appoints library trustees.

Interested applicants:

- Must be residents of the City of Centerville or Washington Township
- Must submit a letter of interest and current resume no later than October 14, 2022 which details the applicant’s background, experience and skills in serving on policy setting boards as well as any special expertise concerning public libraries.
- Must mail the letter of interest and resume to  
President of the Board of Trustees  
Washington-Centerville Public Library  
111 West Spring Valley Road  
Centerville, OH 45458
- Must be available for personal interview if deemed necessary.

Mrs. Suttman moved to place the Legal Advertisement as presented, and Mr. Talda seconded the motion.

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

**e. Fiscal Manual Revisions**

Mr. Monteith stated that during the process of preparing to request qualifications related to the HVAC project, he noted several issues related to the policies in the Fiscal Manual. The issues included incorrect Ohio Revised Code references, and including inapplicable sections in our policies (revised policies are appended to these minutes).

Mrs. Herrick moved to adopt the following revised policies:

- Policy on Complying with Prevailing Wage Rates for New Construction, Repairs or Improvements to Existing Structures
- Public Bidding

Mr. Bowling seconded the motion.

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

**f. New Policy – Donation Collection**

Mrs. Fultz presented regarding the new policy for donation collection. She stated that this policy was brought about by requests for the library to allow various organizations to collect donations at our libraries. The policy, as written, does not allow for collection of donations by political organizations (policy is appended to these minutes)

Mrs. Suttman moved to approve the policy as written, Mr. Talda seconded the motion.

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

**g. Request for Qualifications – Tri-Tech Engineering**

Mrs. Fultz reported that we only received Qualifications from one firm for the HVAC project. The only firm that responded was Tri-Tech Engineering. The next step in the process will be to request the firm to complete a project proposal. This does not require the Library to work with the firm. If we do not like the proposal that they send back, we can withdraw the project.

Mrs. Suttman moved to authorize Mrs. Fultz to start the Request for Proposal (RFP) process by asking Tri-Tech Engineering to give the Library a formal proposal. Mr. Bowling seconded the motion.

The roll call vote was as follows:

Mr. Bowling	<u>Yes</u>	Mr. Nunna	<u>Absent</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>		

### **ADJOURNMENT**

Mrs. Herrick moved to adjourn the meeting at 8:25 PM

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**President**

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**Secretary**