

ELLA M. EVERHARD PUBLIC LIBRARY
ORGANIZATIONAL AND REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 15, 2024

Board President, Chris Sieber, called the Annual Organizational Meeting to order at 6:59 p.m. with the following Board members present: Mr. Bartiromo, Mrs. Cavicchi, Mr. Ferguson, Mr. Gerber, Mrs. Jones and Mr. Tibbitts. Also attending were Patty Moutes, Business Manager & Fiscal Officer, and Nicole Moore Deputy Director.

Jones moved to elect the following slate of officers for a one-year term commencing January 15, 2024:

- President – Chris Sieber
- Vice President – Robert Tibbitts
- Secretary – David Bartiromo

Bartiromo seconded the motion. Jones abstained. All others approved the motion unanimously. (01-24-01)

Bartiromo moved to approve the appointment of Patty Moutes as Fiscal Officer effective January 1, 2024 through December 31, 2024 at the hourly rate of \$39.08 (\$77,222.08 per year), with a surety bond set in the amount of \$50,000.00 renewing annually. Ferguson seconded the motion. Jones abstained. All others approved the motion unanimously. (01-24-02)

Gerber moved to approve the appointment of Daniel Slife as Deputy Fiscal Officer effective January 1, 2024 through December 31, 2024 at no additional cost above his director's salary, with a surety bond set in the amount of \$50,000.00 renewing annually. Tibbitts seconded the motion. Jones abstained. All others approved the motion unanimously. (01-24-03)

Tibbitts administered the Oath of Office to Patty Moutes, Fiscal Officer, as follows:

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer of the Ella M. Everhard Public Library, Medina County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Tibbitts administered the Oath of Office to Lisa Jones, who was appointed to a second term as Library Trustee, as follows:

Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Ella M. Everhard Public Library, Medina County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Due to Daniel Slife's absence from this meeting, his oath will be administered at the February 26th regular meeting of the Board.

President Sieber appointed the following 2024 Standing Committees:

- Building & Equipment Committee:
Members: Chairperson Cavicchi, Ferguson and Sieber
- Finance & Audit Committee:
Members: Chairperson Gerber, Jones and Sieber
- Human Resources Committee:
Members: Chairperson Tibbitts, Bartiromo and Sieber

The Board restated the appointment of Robert Tibbitts and Kristin Cavicchi as Trustee representatives to the Foundation Board for calendar year 2024.

The draft annual Board meeting calendar was presented and the regularly recurring dates and times continued follows:

- Human Resources Committee: 1st Monday at 7:00 pm
- Finance & Audit Committee: 2nd Monday at 6:30 pm
- Building & Equipment Committee: 2nd Monday at 7:00 pm
- Regular meeting of the Board: 3rd Monday at 7:00 pm

The following exceptions to the standard reoccurring scheduled meetings were included:

- February: Staff Day occurs on the 3rd Monday. The regular meeting of the Board moves from the 3rd to the 4th Monday.
- September: The HR Committee is to be determined as the 1st Monday falls on the Labor Day holiday.

Jones moved to approve the 2024 Annual Board Calendar which included the above noted variations from the standard reoccurring schedule. Cavicchi seconded the motion. The vote was unanimous. (01-24-04)

Continuing as President, Chris Sieber called the Regular Meeting to order at 7:06 p.m.

Tibbitts moved to approve the Regular Meeting minutes of December 18, 2023. Bartiromo seconded the motion. The vote was unanimous. (01-24-05)

In Slife's absence, Nicole Moore presented the January 2024 Director's Report. No topics were discussed and no questions were raised.

Moore presented the January 2024 Personnel Report. Promotion: Hester Dailey to Supervisor, CYOS, effective 12/31/23. Resignation: Jack Edwards, Student Page, CAS, effective 01/10/24. It was noted that, effective 01/05/24, the Supervising Librarian, CYOS position was eliminated. Moore stated that the Associate II, CYOS position was posted and, to date, twenty applications were received.

Bartiromo moved to approve the January Personnel Report. Ferguson seconded the motion. The vote was unanimous. (01-24-06)

Moutes presented the Fiscal Officer's monthly report, the December 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,722,404; revenue \$143,916; expenses \$211,737; unexpended fund balance \$6,654,583; encumbrances \$143,457; and ending unencumbered fund balance \$6,511,127.

Jones moved to accept the December Financial Report. Cavicchi seconded the motion. The vote was unanimous. (01-24-07)

Under the President's Report, Sieber reported that he had been traveling and touring libraries around the state looking for creative ideas.

Under the Building & Equipment Committee, Cavicchi reported that the committee met just prior to the regular meeting of the Board.

She reported that Slife began the process to solicit qualifications from architectural firms. There are strategic plan details that require consideration of structural building changes. The request for qualification was posted. The committee will then review the qualification packets. A scoring rubric will be used to identify the top three firms based on most qualified and best fit. A target schedule was set to review and rank the firms in February, solicit proposals, then move forward with a goal of signing the contract in March. The Board will need to approve the contract prior to signature.

A question arose regarding the signage that was missing in the first order. Moore stated that several small sign locations were missed in the original order, such as emergency exit doors and a hallway sign that directed toward the restrooms. These signs are on order and will be installed upon receipt.

Under Human Resources Committee, Tibbitts will forward annual review results to Slife and Moutes.

Under New Business, Moutes provided Trustees with a save-the-date for the OLC's upcoming Northeast Ohio Trustee Dinner to be held on May 2 at 6:00 pm at the Embassy Suites on Rockside Woods Blvd in Independence.

Bartiromo moved to adjourn the meeting at 7:30 p.m. Jones seconded the motion. All were in favor. (01-24-08)