

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 26, 2018

Board Secretary, Michael Collura, called the meeting to order at 7:07 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, Mr. Keyser, and Mrs. Lyon-Galvin. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Bartiromo moved to approve the Regular Meeting minutes of January 15, 2018, as amended. Gerber seconded the motion. The vote was as follows:

<u>For</u>	<u>Opposed</u>	<u>Abstained</u>
Bartiromo		Lyon-Galvin
Collura		
Gerber		
Keyser		

The motion carried. (02-18-12)

Slife presented the February 2018 Director's Report. The following items were mentioned:

- Slife reported that staff day was successful and he received positive feedback from employees.
- Slife distributed and reviewed circulation charts that broke down statistics by department, format and physical vs. digital. It was noted that, while adult borrowing remained fairly steady, there were normal, seasonal swings in children's borrowing, which accounted for the majority of fluctuation in circulation statistics as a whole. Slife also distributed comparison charts that illustrated that the factor most closely related to circulation was the door count.

Campbell joined the meeting at 7:14 pm.

- Slife stated that the catalog record overlay was also a factor in the decrease in circulation. The overlay issue rendered physical items difficult to locate in the catalog. Items effected did not show as available print material in search results. Slife and Susan Brown are working, with the help of Mike Collura and his team at Kent State University Libraries, to stop the overlay problem by updating the load profile. They will then restore the print item records via a bulk update.
- Bartiromo inquired into the teen statistics. Slife stated the reduction in teen attendance was because Library staff were not able to address teens at the middle school in an assembly, large group forum this year as had been done in the previous two years. Also, one teen event was cancelled on a snow day.

- Collura inquired about the “21st Century Research Skills”. He noted the description was outstanding and suggested the program be continued beyond its scheduled end date. Campbell offered to suggest the Foundation pay for lunch for upcoming programs on this topic.
- Campbell asked that Trustees review the State Library statistics with a goal of developing a “benchmark group” of peer libraries. He asked for input from Trustees on which statistics they feel are most relevant and select the related headers. Gerber offered to do a statistical analysis on the selected headers.

Slife presented the February 2018 Personnel Report. There were no employment actions during February.

Lyon-Galvin moved to approve the February Personnel Report. Gerber seconded the motion. The vote was unanimous. (02-18-13)

Moutes presented the Business Manager’s Report.

The Financial Report indicated the following cash balances as of January 31, 2018:

General Fund	\$2,223,555.01
Capital Projects Fund	<u>\$1,137,202.72</u>
Grand Total All Funds	\$3,360,757.73

Gerber moved to accept the Financial Report. Collura seconded the motion. The vote was unanimous. (02-18-14)

Moutes presented the Investment Report. Two CDARS matured on January 11, 2018, one General Fund and one Capital Projects Fund. Requests for Placement in CDARS were transacted for reinvestment at 1.60% for a 1 year term.

General Fund and Capital Project Fund bills totaling \$207,461.86 were submitted for approval. Moutes noted that the January 15th check run was included in both the January and February Board Packets. The actual amount for approval since the last Board meeting was \$126,554.07. Lyon-Galvin moved to approve payment of the bills. Bartiromo seconded the motion. All were in favor. (02-18-15)

Under the President’s Report, Campbell inquired into the Trustees’ interest in attending the OLC’s Trustee dinner that will be held on April 26 at the Galaxy in Wadsworth. Campbell and Gerber are planning to attend. Others will check their calendars and let Moutes know if they would like to attend. Moutes will make the reservations.

Also mentioned was the OLC’s Library Trustee Workshop to be held March 10 in Columbus. Trustees interested in attending should contact Moutes and she will make a reservation.

Under the Human Resources Committee, Slife distributed copies of the revised Position Description, Chart of Organization, salary comparisons, and revised Library Salary Rates for the proposed deputy director position. Bartiromo provided a recap of the Committee meetings.

Bartiromo made a motion to create the deputy director position and to approve the Position Description, as presented. Campbell seconded the motion. The vote was unanimous. (02-18-16)

Bartiromo made a motion to approve the Library Salary Rates, as presented. Keyser seconded the motion. The vote was unanimous. (02-18-17)

Bartiromo made a motion to create a new twenty hour Associate, CYOS position, not to be filled at this time. Discussion ensued and it was decided that this position would be created at a later time, if it is determined to be required. Bartiromo withdrew the motion.

Bartiromo made a motion to eliminate two positions that have remained unfilled. Discussion ensued and it was decided that one position would be eliminated at this time. The motion was revised to eliminate one position – Assistant, CAS, 30 hours per week. Campbell seconded the motion. The vote was unanimous. (02-18-18)

Under the Ad Hoc Strategic Planning Committee, it was noted that a meeting with the full Committee is scheduled for this Thursday, March 1, and there will be eleven (11) attendees.

Lyon-Galvin moved to adjourn the meeting at 9:00 p.m. Collura seconded the motion. All were in favor. (02-18-19)