

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 19, 2023

Board President, Chris Sieber, called the meeting to order at 7:04 p.m. with the following Board members present: Mr. Gerber, Mrs. Jones, and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Tibbitts administered the Oath of Office to Kristin Cavicchi, 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?

Tibbitts administered the Oath of Office to Todd Ferguson, 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?

Gerber moved to approve the Regular Meeting minutes of May 15, 2023. Jones seconded the motion. The vote was unanimous. (06-23-58)

Slife presented the June 2023 Director's Report. The following item was mentioned:

- Work continues on the strategic plan. There will be a delay in the projected timeline. Slife is assembling a summary of the data collected and is researching a glitch in the demographic information. Once completed, Slife will provide a summary of the survey responses along with the full responses. He will reach out to the Trustees to set a date for a half-day Board retreat and strategic planning session.

Slife presented the June 2023 Personnel Report. Resignation: Shane Moughiman, Librarian, CAS, effective 06/30/2023. Promotions: Kristi Earle, Supervisor, CAS, effective 06/04/2023; Sam Snodgrass, Manager, CAS, effective 06/04/2023; and Melissa Wagner, Manager, CYOS, effective 06/04/2023. The Community Relations Coordinator (CRC) position was eliminated due to the promotion of Kristi Earle.

Jones moved to approve the June Personnel Report. Tibbitts seconded the motion. The vote was unanimous. (06-23-59)

Moutes presented the Fiscal Officer's monthly report, the May 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,705,459 revenue \$133,436; expenses \$275,975; unexpended fund balance \$6,562,919; encumbrances \$902,007; and ending unencumbered fund balance \$5,660,912.

Jones moved to approve the transfer of 2023 General Fund Appropriations between objects as follows: \$3,000 from Contingency (8900) to Insurance (3400) to cover the unbudgeted, new cyber, tech liability & misc. E&O policy along with the underbudgeted D&O and EPLI policy renewal. Gerber seconded the motion. The vote was unanimous. (06-23-60)

Tibbitts moved to accept the May Financial Report. Sieber seconded the motion. The vote was unanimous. (06-23-61)

Under the President's Report, Sieber noted that tomorrow is Wadsworth's Blue Tip Parade and the Library will be closing at 5:00 pm, prior to the parade kick-off of 6:00 pm.

Under the Building & Equipment Committee, Slife reviewed the current status of open projects. Ameriseal will be at the building on Thursday to provide a quote for two different resolution approaches to the water intrusion issues in the main lobby and around the cupola.

The fire alarm issue was resolved and a quote was received from a potential new vendor. However, fire protection vendors seem to share a common staffing challenge. Options will be explored and returned to the Committee.

The self-checkout stations are expected to be delivered on Wednesday, June 21, and the lounge furnishings may be delivered by the end of next week. Once received, the return bins will be returned to their original location.

The signage vendor is working on the final, detailed signage presentation. The partition wall panels have been delayed to late September or early October.

The server room is being relocated into a consolidated tech cabinet that has a self-contained air-conditioning unit. This will vacate the tech office and open it up for a different use in the future.

Slife is expecting designs for a refurbishment of the staff break room and restrooms in the near future.

Tibbitts moved to adjourn the meeting at 7:40 p.m. Jones seconded the motion. All were in favor. (06-23-62)