

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 21, 2016

Board President, Mark Gruzca, called the meeting to order at 7:09 p.m. with the following Board members present: Mr. Campbell, Mr. Collura, Mrs. Foster-Koch, Mr. Gerber, and Mrs. Reese. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Foster-Koch moved to approve the Regular Meeting minutes of October 17, 2016. Gerber seconded the motion. The vote was unanimous. (11-16-98)

Slife presented the November 2016 Director's Report. The following items were mentioned:

- Slife reported that the Library will remain open for this year's Candlelight Walk event the evening of December 2<sup>nd</sup>. Activities will include hosting visits with Santa and letters to Santa. A complete event detail will be included in the upcoming Winter Program Guide which should arrive in mail boxes this weekend.
- Regarding the Patron Experience Project, Slife and Nicole Moore, Manager of CYOS, met with administrators of the Wadsworth City Schools to discuss services to students. They plan to organize student focus groups.
- Campbell extended a thank you to Dave Bartiromo, Vice President of the Friends of WPL, for his excellent leadership as the Chairman of the levy renewal committee. Campbell further thanked Slife and Moutes for their tireless work on the Committee. Campbell thanked all Board and staff members who served on the Committee for their efforts in assisting with the successful renewal campaign.
- Slife noted that the high passage rate of 77% illustrates that the community strongly believes in the services the Library provides.
- Slife stated that Adult Services staff members completed their review of the 2015 program statistics. It appears that adult summer reading program participants were included as event attendees, thus inaccurately inflating the 2015 statistics. Commencing with the next Director's report, the "Total Attendance at Adult Programs" statistics will be adjusted to reflect the correction. The department continues to research types of programs and marketing methods.

Slife presented the November Personnel Report. New Hires: Kayla Horstman, Student Page, CAS, effective 12/5/16; Erin Lynn, Student Page, CAS, effective 12/5/16; Noah Nicholson, Student Page, CAS, effective 11/28/16; and Luke Taylor, Student Page, CAS, effective 11/18/16.

Campbell moved to approve the Personnel Report. Collura seconded the motion. The vote was unanimous. (11-16-99)

Moutes presented the Business Manager's Report.

Reese made a motion to accept the monetary gifts received in October/November, 2016. Foster-Koch seconded the motion. The vote was unanimous. (11-16-100)

The Financial Report indicated the following cash balances as of October 31, 2016:

General Fund	\$2,597,134.86
Capital Projects Fund	<u>\$ 812,093.99</u>
Grand Total All Funds	\$3,409,228.85

Gerber moved to accept the Financial Report. Campbell seconded the motion. The vote was unanimous. (11-16-101)

Moutes presented the Investment Report. Two CDARS (one General Fund and one Capital Projects Fund) matured on October 20, 2016. Requests for Placement in CDARS were transacted for reinvestment at 0.62% for a 1 year term.

Moutes informed the Board that the Capital Projects fund will have \$28,000 liquid at the end of November. With the upcoming capital projects, she suggested liquidating the Huntington CDARS that matures in December. The last CDARS renewal rate was .62% and Star Ohio is currently paying .63%. The Board instructed Moutes to liquidate the \$100,000 CDARS that matures in December and move the funds to the Star Ohio Capital Projects Fund account.

General Fund and Capital Project Fund bills totaling \$114,921.43 were submitted for approval. Foster-Koch moved to approve payment of the bills. Campbell seconded the motion. All were in favor. (11-16-102)

The Finance & Audit Committee meeting was rescheduled for December 14<sup>th</sup> at 7:00 pm.

Under President's Report, Grucza extended a "thank you" to all Board and Library staff members that helped on the levy renewal committee. He commended David Bartiromo on his campaign leadership.

Gerber made a resolution to recognize David Bartiromo for his leadership and hard work and extend a formal "thank you" from the Board of Trustees. Reese seconded the Motion. All were in favor. (11-16-103)

Grucza informed the Board that Deborah Foster-Koch will be exiting her term as Trustee at the end of 2016. Thus, there are two open Trustee positions at the end of 2016. The Board of Trustees will be recommending Mike Keyser to the School Board for approval. They will repost the opportunity to fill the second open position.

Under Human Resource Committee, at 8:15 pm Campbell moved to enter into Executive Session to discuss the compensation of public employees. Reese seconded the motion. Roll call vote: Campbell – Aye, Collura – Aye, Foster-Koch – Aye, Gerber – Aye, Gruzca – Aye, and Reese - Aye. (11-16-104)

At 8:44 p.m. Gruzca moved to leave Executive Session. Foster-Koch seconded the motion. Roll call vote: Campbell – Aye, Collura – Aye, Foster-Koch – Aye, Gerber – Aye, Gruzca – Aye, and Reese - Aye. (11-16-105)

Upon exiting the session, Reese noted that reviews were completed and results compiled for Slife and Moutes. She further noted that this was the first review in two years for both Slife and Moutes. Reese made a motion to approve a 4% stipend, effective on the next pay date, which equals \$2,400 to Moutes and \$3,193 to Slife. Reese further moved to increase both salaries by 3.25% effective January 1, 2017. Thus, annual salaries will increase to \$82,419 for the Director and \$61,967 for the Business Manager based upon 52 weeks per year, 38 hours per week. Collura seconded the motion. All were in favor. (11-16-106)

Meetings will be scheduled for Gruzca and Reese to discuss the review results individually with Slife and Moutes.

Collura moved to adjourn the meeting at 8:50 p.m. Gerber seconded the motion. All were in favor. (11-16-107)