

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 18, 2017

Board President, Todd Gerber, called the meeting to order at 7:03 p.m. with the following Board members present: Mr. Bartiromo, Mr. Campbell, Mr. Collura, and Mr. Keyser. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Bartiromo moved to approve the Regular Meeting minutes of November 20, 2017. Keyser seconded the motion. The vote was unanimous. (12-17-112)

Slife presented the December 2017 Director's Report. The following items were mentioned:

- Slife noted that he had temporarily grandfathered family library cards into the new Operating Policy Manual. Slife explained that the revision to the new policy would allow for a gradual "tapering off" of the family cards. This period will provide Library staff with the opportunity to sell patrons on the benefits of individual cards, rather than requiring a change.

Campbell moved to approve the addition of a "grandfather clause" to the Operating Policy Manual to extend family membership patron library cards with an eventual sunset date yet to be determined. Bartiromo seconded the motion. The vote was unanimous. (12-17-113)

- Gerber inquired into the areas of concern Slife mentioned in his report in relation to the A.L.I.C.E. training. Slife stated that he was proactively informing the training officer of areas of concern that arose during a training session that was conducted during 2013.
- Collura requested a breakdown of the circulation statistics by material type. It was noted that a correlation exists between a decrease in the processing statistic and a decrease in the circulation statistic. Slife will provide a chart with the breakdown.

Mrs. Reese joined the meeting at 7:31 pm.

Slife presented the December 2017 Personnel Report. No employment actions were reported during December.

Campbell moved to approve the December Personnel Report. Collura seconded the motion. The vote was unanimous. (12-17-114)

Moutes presented the Business Manager's Report.

Keyser moved to approve a resolution for the request for advance payment of taxes collected for both the first and second half of fiscal year 2018 from the Medina County Auditor. Collura seconded the motion. The vote was unanimous. (12-17-115)

Gerber made a motion to accept the monetary gift received in December 2017. Bartiromo seconded the motion. The vote was unanimous. (12-17-116)

The Financial Report indicated the following cash balances as of November 30, 2017:

General Fund	\$2,971,076.82
Capital Projects Fund	<u>\$ 661,951.64</u>
Grand Total All Funds	\$3,633,028.46

Keyser moved to accept the Financial Report. Collura seconded the motion. The vote was unanimous. (12-17-117)

Moutes presented the Investment Report. A Capital Projects Fund CDARS matured on November 16, 2017. A Request for Placement in Huntington CDARS was transacted for reinvestment at 1.40% for a 1-year term.

General Fund and Capital Project Fund bills totaling \$110,078.44 were submitted for approval. Campbell moved to approve payment of the bills. Collura seconded the motion. All were in favor. (12-17-118)

Under the President's Report, Gerber opened the floor for discussion of the 2018 officer slate. It was determined that, at next month's organizational meeting, the following slate will be nominated: President – Kevin Campbell, Vice President – Michelle Reese, and Secretary – Michael Collura. Gerber noted that he will continue as Chairman of the Strategic Planning Committee.

Under the Finance & Audit Committee, Campbell reported that the Committee met on December 4, 2017, and recommended adoption of the 2018 Permanent Appropriations Resolution.

Moutes provided copies of the 2018 Permanent Appropriations, as recommended by the Committee, along with a version that included an appropriation for a 2018 year-end transfer from the General Fund to the Capital Projects Fund not to exceed \$250,000.

Gerber moved to approve the recommendation from the Finance & Audit Committee to adopt the 2018 Permanent Annual Appropriations Resolution as presented with General Fund appropriations totaling \$3,000,710 and Capital Projects Fund appropriations totaling \$315,000; for total 2018 Permanent Annual Appropriations of \$3,315,710, as amended by adding the 2018 year-end appropriation of a transfer from the General Fund to the Capital Projects Fund not to exceed \$250,000. Reese seconded the motion. The vote was unanimous. (12-17-119)

Moutes provided a 2017 year-end transfer analysis. The Board authorized a 2017 year-end transfer from the General Fund to the Capital Projects Fund in the amount of \$500,000. The 2017 appropriations did not include an interfund transfer, thus, the 2017 appropriations required amending.

Campbell moved to amend the 2017 appropriations to appropriate \$500,000 to account number 101..59900 (Transfer to Other Funds) and \$500,000 to account number 401..49900 (Transfer from Other Funds). Gerber seconded the motion. The vote was unanimous. (12-17-120)

Keyser made a motion to complete a 2017 year-end, interfund transfer of \$500,000 from the General Fund to the Capital Projects Fund and to request the Medina County Auditor to amend the Certificate of Estimated Resources to reflect the transfer. Gerber seconded the motion. Roll call vote: Bartiromo – Aye; Campbell – Aye, Collura – Aye, Gerber – Aye, Keyser – Aye, and Reese - Aye. (12-17-121)

Under the Building & Equipment Committee, Gerber reported that the committee met prior to the Board meeting to review the punch list and outstanding items.

Under the Human Resources Committee, at 8:17 pm, Reese moved to enter into Executive Session to discuss the employment of public employees. Keyser seconded the motion. Roll call vote: Bartiromo – Aye; Campbell – Aye, Collura – Aye, Gerber – Aye, Keyser – Aye, and Reese - Aye. (12-17-122)

At 8:34 p.m. Gerber moved to leave Executive Session. Campbell seconded the motion. Roll call vote: Bartiromo – Aye; Campbell – Aye, Collura – Aye, Gerber – Aye, Keyser – Aye, and Reese - Aye. (12-17-123)

Reese moved to allow a 3.5% salary increase for the Fiscal Officer, taking her annual salary to \$64,136 and for the Director, taking his annual salary to \$85,304, based on a 52 week year and 38 hour week, effective January 1, 2018. Gerber seconded the motion. The vote was unanimous. (12-17-124)

It was noted that the Library's 2017-2018 salaries would be tested against the market during 2018.

Reese provided an overview of a proposed deputy director role within the Library. Slife will research appropriate compensation and job description details.

Under the Ad Hoc Planning Committee, Gerber provided an update on the meeting held on November 29. He noted that sixteen (16) people had been selected and invited to participate on the committee and that nine (9) had accepted.

Under old business, Moutes reviewed the “shell” documents provided by CMI. She noted that SSI was holding firm on its contract position.

Campbell moved to approve the execution of the contract for SSI’s VIP software along with the requisition workflow module. Keyser seconded the motion. The vote was unanimous. (12-17-125)

Under new business, it was noted that Jim Molnar tendered his resignation as Treasurer of the Friends and that Mike Wagar was stepping off of the Foundation’s Board.

Collura moved to adjourn the meeting at 8:55 p.m. Keyser seconded the motion. All were in favor. (12-17-126)
