

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JANUARY 15, 2018

Board Vice President, Kevin Campbell, called the Annual Organizational Meeting to order at 7:07 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mr. Keyser, and Mrs. Reese. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; and Melanie Woodward, Deputy Fiscal Officer.

Bartiromo moved to elect the following slate of officers for 2018:

- President – Kevin Campbell
- Vice President – Michelle Reese
- Secretary – Michael Collura

Reese seconded the motion. The vote was unanimous. (01-18-01)

Reese moved to approve the appointment of Patty Moutes as Fiscal Officer and Melanie Woodward as Deputy Fiscal Officer effective January 1, 2018 through December 31, 2018 at hourly rates of \$32.46 and \$20.92, respectively, each with surety bonds set in the amount of \$50,000.00. Keyser seconded the motion. The vote was unanimous. (01-18-02)

Reese 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 continuance in said office, and until your successor is elected and qualified?

Reese administered the Oath of Office to Melanie Woodward, Deputy 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 Deputy 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 continuance in said office, and until your successor is elected and qualified?

Reese administered the Oath of Office to David Bartiromo, Trustee, for the term of 2018 to 2024 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 continuance in said office, and until your successor is elected and qualified?

Woodward left the meeting following the Oaths of Office.

Vice President Campbell appointed the following 2018 Standing Committees:

- Building & Equipment Committee:  
Members: Chairperson Lyon-Galvin, Keyser and Campbell
- Finance/Audit Committee:  
Members: Chairperson Collura, Gerber and Campbell
- Human Resource Committee:  
Members: Chairperson Reese, Bartiromo and Campbell
- Ad Hoc Strategic Planning Committee (not a standing committee):  
Members: Chairperson Gerber, Collura, Keyser and Campbell

Collura moved to approve the 2018 Annual Board Calendar, a copy is attached. The calendar includes the following variations from the regularly recurring schedule. The February Board of Trustees meeting date is changed for Staff Day. The January and September Building and Equipment Committee meeting dates are changed for the New Year's Day and Labor Day holidays. Reese seconded the motion. The vote was unanimous. (01-18-03)

It was noted that the 2018 Library Closing Dates were approved by the Board of Trustees at its August 21, 2017 meeting. A copy is attached.

Newly elected President Campbell called the Regular Meeting to order.

Collura moved to approve the Regular Meeting minutes of December 18, 2017. Bartiromo seconded the motion. The vote was unanimous. (01-18-04)

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

- Slife expressed condolences as he relayed the news of the passing of Donna Gnatowski's father and son within the same week. Calling hours will be held Thursday and a service on Friday. Memorial donations can be made to the Library Foundation.
- A.L.I.C.E. training was conducted by the Wadsworth Police Department for all library staff. Slife reported the training went well and the staff was engaged. Moving forward, the Safety & Security manual will be posted this week for all staff to review and comment.
- Slife researched circulation statistics by contacting other library systems. They reported downward circulation trends between 8% to 12%. Thus, WPL's 8% reduction in circulation is at the low end of the range. Further analysis of collection trends and development of new approaches will be a major focus of the strategic plan.

- Campbell inquired into the pending social media photo team and the results from Ashland. Slife is working to pull together a team and procedures. Once completed, he will recruit staff.
- Slife will provide a report with circulation by material type. Slife will add a retrospective with a couple years of historic data.

Slife presented the January 2018 Personnel Report. Resignation: Lisa Schmidt, Assistant, CAS, effective 1/18/18.

Bartiromo moved to approve the January Personnel Report. Reese seconded the motion. The vote was unanimous. (01-18-05)

Moutes presented the Business Manager’s Report.

Bartiromo made a motion to accept the monetary gift received in January 2018. Collura seconded the motion. The vote was unanimous. (01-18-06)

Campbell volunteered to perform the 4<sup>th</sup> Quarter 2017 Credit Card and Cash Verification Audit.

The Financial Report indicated the following 2017 year-end cash balances as of December 31, 2017:

General Fund	\$2,315,202.84
Capital Projects Fund	<u>\$1,137,202.72</u>
Grand Total All Funds	\$3,452,405.56

Campbell moved to accept the Financial Report. Keyser seconded the motion. The vote was unanimous. (01-18-07)

Moutes presented the Investment Report. No CDARS matured during December. Two CDARS will mature in January.

General Fund and Capital Project Fund bills totaling \$172,106.99 were submitted for approval. Collura moved to approve payment of the bills. Bartiromo seconded the motion. All were in favor. (01-18-08)

Under the President’s Report, Campbell thanked Todd Gerber for his service as Board President during 2017. Campbell further stated that he was honored to be President and was looking forward to working with the group.

Under the Building & Equipment Committee, Slife reported that all work had been completed, including the carpet circle replacement and the repairs to the HVAC. The Library’s HVAC contractor was called in to look at the issues and learned that Sander’s contractor had not

installed the vacuum tubing into the zone valves correctly. Sander is to pay the K Company's invoice for the repair.

CBLH will obtain the final construction details from Sander Contracting and will prepare as-built drawings.

Slife will draft an RFP by the end of the first quarter for the engineering assessment of the structure and systems.

Under the Human Resources Committee, Reese reported that the Committee met just prior to the Regular meeting. Some changes were requested to the draft documents. The committee will meet again in February to review the changes.

There was no update from the Ad Hoc Strategic Planning Committee.

Keyser moved to adjourn the meeting at 8:20 p.m. Collura seconded the motion. All were in favor. (01-18-09)

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