

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 21, 2019

Board Vice President, Michelle Reese, called the Annual Organizational Meeting to order at 7:00 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mrs. Jones, and Mr. Sieber. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; and Melanie Woodward, Deputy Fiscal Officer.

Jones moved to elect the following slate of officers for a term commencing January 21, 2019:

- President – Michelle Reese
- Vice President – Michael Collura
- Secretary – David Bartiromo

Collura seconded the motion. The vote was unanimous. (01-19-03)

Reese moved to approve the appointment of Patty Moutes as Fiscal Officer and Melanie Woodward as Deputy Fiscal Officer effective January 1, 2019 through December 31, 2019 at hourly rates of \$33.43 and \$21.41, respectively, each with surety bonds set in the amount of \$50,000.00. Bartiromo seconded the motion. The vote was unanimous. (01-19-04)

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 Chris Sieber, Trustee, for the term of January 21, 2019 to December 31, 2025 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.

Reese informed the Trustees that Mrs. Amy Lyon-Galvin had tendered her resignation from the Library's Board of Trustees effective immediately. The Board will commence with the notice and application process to fill the open Board position. It may also look to the pool of candidates that submitted applications during the recent trustee search.

President Reese appointed the following 2019 Standing Committees:

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

The appointment of two Trustees as representatives to the Wadsworth Public Library Foundation Board was tabled until the next meeting.

Bartiromo moved to approve the 2019 Annual Board Calendar, a copy is attached. The calendar included the following variations from the regularly recurring schedule: The February Board of Trustees meeting date was changed for Staff Day and the January Building and Equipment Committee meeting date was changed for the New Year's Day holiday. Jones seconded the motion. The vote was unanimous. (01-19-05)

Bartiromo moved to approve the 2019 Library Closing Dates, a copy is attached. Reese seconded the motion. The vote was unanimous. (01-19-06)

Newly elected President Reese called the Regular Meeting to order.

Collura moved to approve the Regular Meeting minutes of December 17, 2018. Sieber seconded the motion. The vote was unanimous. (01-19-07)

Slife presented the January 2019 Director's Report. The following items were mentioned:

- An inquiry was made into the holiday leave request procedure. Slife stated that a submission deadline was established and a Google survey will be used to establish request preferences in order to allocate vacation requests as equitably as possible.
- The decrease in the "visits" door count statistic was mentioned as the Board evaluates a potential major renovation. Slife stated that the old counting device erred by over counting. Apples to apples statistics will not be available until late spring of 2019. It was noted that program attendance is consistently increasing. Slife stated that the

circulation decline is most critical. Staff will be launching Hoopla and Kanopy during 2019 which is expected to increase digital circulation.

- Inquiry was made into the First Friday attendance traffic. Participants in the programs are counted with a hand clicker. Slife will check the hand counted attendance against the new people counter statistic at future First Friday events.
- Slife mentioned that Williams will be attending the February regular meeting of the Board. A meeting with Williams is calendared for January 30. Slife will forward the proposal received at this meeting to the Trustees for review prior to the next regular meeting. Slife will also obtain the PLDS data for the analysis of linear feet of shelving.
- ORMACO concert attendance has been at the building's maximum and, on occasion, Wadsworth residents have been turned away. Slife noted that some of ORMACO's advertisements were picked up statewide, resulting in higher attendance.

Slife presented the January 2019 Personnel Report. Reduction in Hours: Patrick Kilker, Student Page, CAS, effective 8/26/18; Carter Moore, Student Page, CAS, effective 3/3/19; and Zeke Callaghan, Student Page, CAS, effective 3/3/19.

Slife noted that there was a flaw in the unpaid leave policy of the Personnel Policy Manual. As written, unpaid leave could not be granted to anyone working less than 25 hours per week. Slife will review new policy language with the HR Committee at an upcoming meeting.

Bartiromo moved to approve the January Personnel Report. Jones seconded the motion. The vote was unanimous. (01-19-08)

Moutes presented the Fiscal Officer's monthly report, the December 2018 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$3,934,598; revenue \$88,870; expenses \$204,129; unexpended fund balance \$3,819,339; encumbrances \$120,641; and ending unencumbered fund balance \$3,698,698.

Jones volunteered to perform the 4th Quarter 2018 Credit Card and Cash Verification Audit.

Moutes noted that no Huntington Bank CDARS matured during December. Two CDARS matured during January and were reinvested at 2.55%.

Moutes noted that SSI has not yet updated the grid format from which the Bills Paid report data is pulled. She will resubmit a ticket to SSI.

Collura moved to accept the December Financial Report. Sieber seconded the motion. The vote was unanimous. (01-19-09)

Under the President's Report, Reese encouraged Trustees to make any recommendations they may have regarding the presentation of information contained in the Board Packets that are sent to the Trustees prior to each regular meeting.

There was no Strategic Planning Committee update as this remains on hold for the Williams Architects proposal.

Under the Human Resources Committee, at 8:22 pm, Reese moved to enter into Executive Session to discuss the employment of a public employee. Sieber seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Jones – Aye, Reese – Aye, and Sieber – Aye. (01-19-10)

At 8:42 p.m. Reese moved to leave Executive Session. Jones seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Jones – Aye, Reese – Aye, and Sieber – Aye. (01-19-11)

Under old business, Bartiromo inquired into the removal of the center two railings on the front steps. Slife stated that once removed, the cracks will require sealing, thus they are waiting for the weather to improve.

Under new business, Moutes shared an Institution Notice for Liquor Permit received from the Ohio Department of Commerce as notice of application of a New D1 D2 D3 liquor permit for Blue Tip BBQ LLC at 130 S. Lyman Street.

Reese will file for an extension of time to return the Notice to the Ohio Department of Commerce in order to allow for further research.

The standing Human Resources Committee meeting scheduled for Monday, February 11, was rescheduled to Monday, February 18.

Reese moved to adjourn the meeting at 9:30 p.m. Bartiromo seconded the motion. All were in favor. (01-19-12)