

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
JANUARY 20, 2020

Board 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; Melanie Woodward, Deputy Fiscal Officer; and Robert Tibbitts, incoming Trustee.

Reese moved to elect the following slate of officers for a one-year term commencing January 20, 2020:

- President – Michael Collura
- Vice President – David Bartiromo
- Secretary – Lisa Jones

Jones seconded the motion. The vote was unanimous. (01-20-01)

Bartiromo moved to approve the appointment of Patty Moutes as Fiscal Officer and Melanie Woodward as Deputy Fiscal Officer effective January 1, 2020 through December 31, 2020 at hourly rates of \$34.43 and \$21.94, respectively, each with surety bonds set in the amount of \$50,000.00 renewing annually. Reese seconded the motion. The vote was unanimous. (01-20-02)

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 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?

Woodward left the meeting following the Oaths of Office.

President Reese appointed the following 2020 Standing Committees:

- Building & Equipment Committee:  
Members: Chairperson Sieber, Gerber and Collura
- Finance & Audit Committee:  
Members: Chairperson Jones, Bartiromo and Collura
- Human Resources Committee:  
Members: Chairperson Reese, Open and Collura

Collura stepped down as Trustee representative to the Wadsworth Public Library Foundation Board. The Board appointed Michelle Reese as Trustee representative to the Foundation Board for calendar year 2020.

Reese moved to approve the 2020 Annual Board Calendar, as amended, 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 September Finance & Audit and Human Resources Committee meeting date was changed for the Labor Day holiday. Jones seconded the motion. The vote was unanimous. (01-20-03)

Newly elected President Collura called the Regular Meeting to order at 7:32 p.m.

Bartiromo moved to approve the Regular Meeting minutes of December 16, 2019. Jones seconded the motion. Reese abstained. All others approved the motion unanimously. (01-20-04)

Slife presented the January 2020 Director's Report. The following items were mentioned:

- Slife reported that he took a two week vacation over the holidays. Additionally, the Library experienced a higher than average staff turnover, requiring considerable time spent in interviews. As a result, the position analysis questionnaire was postponed in order to provide staff with ample time to thoughtfully complete.
- Beginning with the February Director's Report, Slife will combine the Public Services Departments in the report with a goal of simplifying the information provided while still breaking down into age groups.
- Slife reported that family library card sun setting complaints were minimal and included 1) being required to get a new card and memorize a new number, and 2) being required to bring a family member into the Library in order to obtain their new card.
- It was noted that Slife's report stated that 350 family cards were converted, yet there were only 283 new patrons. The 350 conversions occurred during November and December. Additionally, the primary card holder in the conversion is not included in the "new patrons" statistic.

- The One Thousand Books Before Kindergarten program commenced in 2017 with a goal of celebrating both parents and children for their accomplishment. The program is planned to continue indefinitely. How it is presented and marketed may evolve. It was noted that the “Series2” in the statistic graph needed updated to define the data.
- It was noted that the “Clicks/Opens” statistic in the Email graph were not meaningful. If there is a call to action in the email, then the statistic becomes reportable.
- There was discussion as to the increasing rate of patrons that register for programs and then do not attend. This rate has increased with the use of social media and the ease of registration. Patrons currently receive a registration email. Staff will investigate reminder emails along with the opportunity to add events to patrons’ calendars during the registration process. Slife will provide details as to specific “no show” rates.
- The Board complimented the recent collaborations between the Library and local small businesses such as cookie decorating and wood sign painting.

Slife presented the January 2020 Personnel Report. Resignations: Dennis Miller, Associate, PS-AM, effective 1/17/20; and Megan Moore, Student Page, CAS, effective 1/5/20. Promotion: Neall West, to Associate, PS-AM, effective 1/27/20.

Sieber moved to approve the January Personnel Report. Jones seconded the motion. The vote was unanimous. (01-20-05)

Moutes presented the Fiscal Officer’s monthly report, the December 2019 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,387,079; revenue \$88,468; expenses \$180,494; unexpended fund balance \$4,295,053; encumbrances \$73,523; and ending unencumbered fund balance \$4,221,530.

Moutes noted that two Huntington Bank CDARS matured during January and were reinvested at 1.45%.

Collura volunteered to perform the 4<sup>th</sup> Quarter 2019 Credit Card and Cash Verification Audit.

Bartiromo moved to accept the December Financial Report. Jones seconded the motion. The vote was unanimous. (01-20-06)

Under the President’s Report, Reese provided copies of a news article regarding Cleveland Public Library’s salaries as an example of how details may go under the microscope.

Under the Building & Equipment Committee, Collura reported that three bids were received for alternate #3 ranging from \$154,825 to \$235, 800. Based on Williams Architects’

recommendation, the committee recommended accepting the low bidder. As a result of the pricing, the Library will be able to select the best product with the best warranty, and it will be supplied by Soprema. A mid-March commencement is planned, with completion in 45 days, based on weather. The project's total cost came in below the original estimate of \$400,000. The low bidder received three positive references and has completed a number of public projects. Insulation will not be salvaged during the roof replacement.

Jones moved to approve the award of the roof replacement contract to the lowest bidder, Tusing Builders, Ltd., for bid alternative #3, SBS Modified Bituminous Roof Membrane, in the amount of \$154,825.00. Sieber seconded the motion. The vote was unanimous. (01-20-07)

Sieber moved to authorize Slife to work with Bricker & Eckler to finalize the roof replacement contract document in the sum of \$154,825.00 and authorize Slife to execute the contract on behalf of the Board of Trustees. Jones seconded the motion. The vote was unanimous. (01-20-08)

Under Old Business, Bartiromo made a motion to recommend Robert Tibbitts to the Wadsworth City Schools Board of Education for appointment to the Library's Board of Trustees. Robert Tibbitts would complete Nancy Likens' term expiring on December 31, 2022. Jones seconded the motion. The vote was unanimous. (01-20-09)

Under New Business, Moutes provided information on the OLC's upcoming Trustee Workshop, to be held Saturday, March 7, in Columbus, and Trustee Dinner, to be held Thursday, April 9, in Independence. Trustees interested in attending should notify Moutes and she will submit RSVP's.

Jones moved to adjourn the meeting at 8:46 p.m. Reese seconded the motion. All were in favor. (01-20-10)