

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 18, 2021

Board Vice President, David Bartiromo, called the Annual Organizational Meeting to order at 6:59 p.m. with the following Board members present: Mr. Gerber, Mrs. Jones, Mrs. Reese, Mr. Sieber and Mr. Tibbitts. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; Melanie Woodward, Deputy Fiscal Officer; and James McMahan, in-coming Trustee.

As a result of the Covid-19 Pandemic (in accordance with the Ohio General Assembly's legislation temporarily modifying the Open Meetings Act) the meeting was held via Google Meet video conferencing. Public libraries may still conduct virtual meetings according to the requirements of House Bill (HB) 197. This provision of the law was extended by the Ohio General Assembly through passage of HB 404 which extends virtual meetings through July 1, 2021. In order to provide for public viewing, a live stream link was posted to the Library's website fifteen minutes prior to the meeting. The meeting was live streamed to YouTube. Members of the public watching via live stream were not able to address the Board in real-time or be publicly recognized.

Gerber moved to elect the following slate of officers for a one-year term commencing January 18, 2021:

- President – Lisa Jones
- Vice President – David Bartiromo
- Secretary – Chris Sieber

Tibbitts seconded the motion. The vote was unanimous. (01-21-01)

Sieber moved to approve the appointment of Patty Moutes as Fiscal Officer and Melanie Woodward as Deputy Fiscal Officer effective January 1, 2021 through December 31, 2021 at hourly rates of \$34.43 and \$21.94, respectively, each with surety bonds set in the amount of \$50,000.00 renewing annually. Jones seconded the motion. The vote was unanimous. (01-21-02)

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 term of office?

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 term of office?

Reese administered the Oath of Office to James McMahan, in-coming Trustee, 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 term of office?

Woodward left the meeting following the Oaths of Office.

Vice President Bartiromo appointed the following 2021 Standing Committees:

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

The Board appointed Michelle Reese to continue as Trustee representative to the Foundation Board for calendar year 2021.

Bartiromo moved to approve the 2021 Annual Board Calendar, as amended, a copy is attached. It was noted that, due to the pandemic, Staff Day was cancelled for 2021. Rather than moving the regular meeting of the Board back to the third Monday, it will remain on the fourth Monday due to the Library closure for Presidents' Day. Gerber seconded the motion. The vote was unanimous. (01-21-03)

Newly elected President Jones called the Regular Meeting to order at 7:15 p.m.

Sieber moved to approve the Regular Meeting minutes of December 14, 2020. Bartiromo seconded the motion. McMahan abstained. All others approved the motion unanimously. (01-21-04)

Gerber moved to approve the Special Meeting minutes of December 21, 2020. Bartiromo seconded the motion. McMahan abstained. All others approved the motion unanimously. (01-21-05)

Slife presented the January 2021 Director's Report. The following items were mentioned:

- Staff members are contingency planning for the return to in-person programming. The timing of the return will be dependent upon many factors including the rollout of vaccination, loosening of gathering restrictions and local pandemic conditions. At this time, both circulation and in-person visit statistics are low, which is a normal seasonal ebb, magnified by the pandemic. Staff will be developing concrete programming tactics in order to ensure they have all needed supplies on hand. The goal is to be ready to safely provide in-person programming as soon as the opportunity arises.

Slife presented the January 2021 Personnel Report. Resignations: Samuel (Kyle) Filler, Student Page, CAS, effective 12/26/20; and Arianna Homan, Student Page, CAS, effective 01/05/21. It was noted that these two positions will not be included in the hiring freeze and may be filled if the need arises.

Bartiromo moved to approve the January Personnel Report. Sieber seconded the motion. The vote was unanimous. (01-21-06)

Moutes presented the Fiscal Officer's monthly report, the December 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,021,606; revenue \$97,493.51; expenses \$212,287; unexpended fund balance \$4,906,812; encumbrances \$54,363; and ending unencumbered fund balance \$4,852,449.

Moutes noted that two Huntington Bank CDARS matured during January. The funds were not reinvested in CDARS. They were moved to their respective Star Ohio accounts.

McMahan volunteered to perform the 4th Quarter 2020 Credit Card and Cash Verification Audit.

Gerber moved to accept the December Financial Report. Reese seconded the motion. The vote was unanimous. (01-21-07)

Under the Building & Equipment Committee, Slife reported that a proposal was received from Williams Architects and forwarded to Bricker & Eckler for review. He reported that the proposal included two steps.

As part of their proposal, Williams would like to begin with an investigation of conditions using roof consultants, Taylor Consulting Group, to review problem areas such as masonry, building façades and the window lights in the loft area. This will help to determine the overall scope and whether, and to what degree, masonry work would be included in the total project scope. The cost of the first stage would be capped at a flat fee to Williams Architects not to exceed \$5,000 and a flat fee to Taylor Consulting Group not to exceed \$12,000.

After review by Bricker & Eckler, the proposal will go to the Building & Equipment committee for consideration.

The second step of the proposal, using the preliminary investigatory work, would involve finalizing the contract terms and drafting the specifications and bid documents. The contract previously negotiated for the 2020 roof replacement will be used and only the scope will require revision.

Under New Business, Slife noted that the cancellation of staff day and the Library closure on Presidents' Day were creating a scheduling challenge for management. Some staff may need to use vacation or take unpaid leave in order to make scheduling work. Slife requested a one-time, paid holiday as an equitable resolution to the scheduling problems, to be used by staff for the 2021 Presidents' Day.

Gerber moved to approve an additional, one-time staff holiday, for Presidents' Day, February 15, 2021. Sieber seconded the motion. The vote was unanimous. (01-21-08)

Bartiromo moved to adjourn the meeting at 7:45 p.m. Sieber seconded the motion. All were in favor. (01-21-09)