

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 24, 2022

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

McMahan moved to elect the following slate of officers for a one-year term commencing January 24, 2022:

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

Tibbitts seconded the motion. The vote was unanimous. (01-22-01)

Bartiromo moved to approve the appointment of Patty Moutes as Fiscal Officer and Melanie Woodward as Deputy Fiscal Officer effective January 1, 2022 through December 31, 2022 at hourly rates of \$35.91 and \$22.85, respectively, each with surety bonds set in the amount of \$50,000.00 renewing annually. Jones seconded the motion. The vote was unanimous. (01-22-02)

Tibbitts 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?

Tibbitts 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?

Tibbitts administered the Oath of Office to Michelle Reese, who was appointed to a second term as Library 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.

President Jones appointed the following 2022 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 2022.

The draft annual Board meeting calendar was presented with the following reoccurring schedule:

- Human Resources Committee: 1st Wednesday at 7:00 pm
- Finance & Audit Committee: 2nd Monday at 7:00 pm
- Building & Equipment Committee: 2nd Monday at 7:30 pm
- Regular meeting of the Board: 3rd Monday at 7:00 pm

The times for the Finance & Audit and Building & Equipment Committee meetings were amended. Both were moved earlier by half an hour. Going forward, they shall be scheduled for:

- Finance & Audit Committee: 2nd Monday at 6:30 pm
- Building & Equipment Committee: 2nd Monday at 7:00 pm

The following exceptions to the standard reoccurring scheduled meetings were included:

- February: Due to the continuing pandemic, Staff Day will be a virtual event. The Library will close for Presidents' Day, and staff will be given development projects they can do from home. Follow-up, small group meetings will take place throughout the year during regular operating hours. The regular meeting of the Board will move from the 3rd to the 4th Monday to accommodate staff day.
- November & December: The reoccurring regular meetings fall on the weeks of Thanksgiving and Christmas. The draft included moving the F&A and B&E Committee meetings from the 2nd Monday to the 1st. Also moved was the regular meeting from the 3rd Monday to the 2nd.

Sieber moved to approve the 2022 Annual Board Calendar, as amended, which included the above noted variations from the standard reoccurring schedule. Bartiromo seconded the motion. The vote was unanimous. (01-22-03)

Continuing as President, Lisa Jones called the Regular Meeting to order at 7:14 p.m.

Gerber moved to approve the Regular Meeting minutes of December 6, 2021. Bartiromo seconded the motion. The vote was unanimous. (01-22-04)

Slife presented the January 2022 Director's Report. The following items were mentioned:

- The Library was closed on Monday, January 17, for inclement weather. It was also Martin Luther King Jr. Day, thus patron traffic would have been light.
- In light of the ongoing pandemic, the Staff Day scheduled in February will be a work from home activity. Reading and potentially multimedia material will be distributed to staff along with exercises. Staff will be paid four (4) hours for the work-from-home development day, whether they are full or part time. If normally scheduled for more hours, those hours can be made up later in the week to assist with staffing shortages. The readings will prompt reflection and exercises that will be used later to energize small group activities.
- Slife reviewed his decision to not participate in the distribution of Covid-19 at-home test kits (received from the State of Ohio and distributed through some of Ohio's public libraries).

Moutes presented the Fiscal Officer's monthly report, the December 2021 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,812,464; revenue \$93,974; expenses \$177,657; unexpended fund balance \$5,728,781; encumbrances \$182,057; and ending unencumbered fund balance \$5,546,724.

Gerber volunteered to perform the 4th Quarter 2021 Credit Card and Cash Verification Audit.

Gerber moved to accept the December Financial Report. Tibbitts seconded the motion. The vote was unanimous. (01-22-05)

Under the President's Report, Jones stated that she is commencing with a review of the Board's Bylaws. They were last updated in 2006. She will forward her suggested revisions to the Trustees for review and comment. The collective revisions will then be forwarded to the County Prosecutor's office for final review and approval.

Under the Building & Equipment Committee, Slife reported that the Burgeon Group's construction of the children's interactives has slowed again. He is still awaiting a delivery date so that an open house can be scheduled. He'd like to announce the open house in the Spring Program Guide, but that printing deadline is fast approaching.

Slife has a meeting scheduled with Lewis Land Professionals regarding the water intrusion remediation project. He will provide an update at next month's committee meeting.

Under the Human Resources Committee, Slife reported that the committee met just prior to the regular meeting of the Board.

At 7:30 pm, Bartiromo moved to enter into Executive Session to discuss the employment of a public employee. Jones seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Sieber – Aye: and Tibbitts - Aye. (01-22-06)

At 7:47 pm, Tibbitts moved to leave Executive Session. Reese seconded the motion. Roll call vote: Bartiromo – Aye, Collura – Aye, Gerber – Aye, Jones – Aye, Reese – Aye, Sieber – Aye: and Tibbitts - Aye. (01-22-07)

Slife presented the amended January 2022 Personnel Report (copy attached). New Hire: Nicole Orchosky, Associate, PS-AM, effective 01/03/22. Retirement: Susan Brown, Manager, CAS, effective 05/06/2022. The amended Personnel Report included the creation of a new “Automation Projects Coordinator” position.

Reese moved to approve the amended January Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (01-22-08)

Under Old Business, Slife noted that work continues on the 100th anniversary celebration. The staff committee will invite Caesar Carrino and Roger Havens to join efforts as they start working to engage community members and the historical society.

Slife updated the Board on Main Street Wadsworth. Historically, there were three permanent seats on the Main Street Board, the Mayor, the School Superintendent and the Library Director. These permanent seats were considered unusual by Main Street's accrediting organization, Heritage Ohio. The permanent seats did not allow for turnover which would create fresh perspectives. The three city leaders in these permanent seats resigned from Main Street's Board. The Library will remain an active partner in downtown events.

Under New Business, Moutes noted the OLC's Library Trustee Workshop is scheduled for Saturday, March 12, 2022. Trustees may attend either in person or virtually. Trustees that plan to attend should notify Moutes. She will submit the registration and payment to the OLC.

Bartiromo moved to adjourn the meeting at 7:53 p.m. Jones seconded the motion. All were in favor. (01-22-09)