

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 16, 2023

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, Mrs. Reese, Mr. Sieber and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Reese moved to elect the following slate of officers for a one-year term commencing January 16, 2023:

- President – Chris Sieber
- Vice President – David Bartiromo
- Secretary – Robert Tibbitts

Gerber seconded the motion. The vote was unanimous. (01-23-01)

Bartiromo moved to approve the appointment of Patty Moutes as Fiscal Officer effective January 1, 2023 through December 31, 2023 at the hourly rate of \$37.82 with a surety bond set in the amount of \$50,000.00 renewing annually. Tibbitts seconded the motion. The vote was unanimous. (01-23-02)

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 Robert Tibbitts, 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?

Jones announced that Trustee, James McMahan, submitted his resignation as Trustee.

Bartiromo moved to accept the resignation of James McMahan effective January 9, 2023. Jones seconded the motion. The vote was unanimous. (01-23-03)

President Sieber appointed the following 2023 Standing Committees:

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

*Jones will serve on the Building & Equipment Committee in the interim, until a new trustee is appointed.

The Board appointed Michelle Reese to continue as Trustee representative to the Foundation Board for calendar year 2023.

The draft annual Board meeting calendar was presented and was revised follows:

- Human Resources Committee: 1st Monday at 7:00 pm
- Finance & Audit Committee: 2nd Monday at 6:30 pm
- Building & Equipment Committee: 2nd Monday at 7:00 pm
- Regular meeting of the Board: 3rd Monday at 7:00 pm

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

- February: Staff Day occurs on the 3rd Monday. The regular meeting of the Board moves from the 3rd to the 4th Monday.
- September: The HR Committee is to be determined as the 1st Monday falls on Labor Day.
- November & December: The regular meetings fall on the weeks of Thanksgiving and Christmas. The F&A and B&E Committee meetings were moved from the 2nd Monday to the 1st. The regular meeting from the 3rd Monday to the 2nd. The HR Committee is to be determined.

Bartiromo moved to approve the 2023 Annual Board Calendar, as amended, which included the above noted variations from the standard reoccurring schedule. Jones seconded the motion. The vote was unanimous. (01-23-04)

President Sieber called the Regular Meeting to order at 7:15 p.m.

Bartiromo moved to approve the Regular Meeting minutes of December 12, 2022. Sieber seconded the motion. The vote was unanimous. (01-23-05)

Slife presented the January 2023 Director's Report. The following items were mentioned:

- Slife thanked Trustees for their input into the redesign of monthly Director's report. His report is being reconfigured and a new draft will be used next month.

- Preparations are being made for staff day at Allardale Lodge. Slife pulled an update on Gale Analytics that included demographics. The new data will assist in the upcoming strategic planning process with a particular emphasis on understanding how usage patterns have changed since COVID. These insights will be used to set new goals and benchmarks.
- Slife noted there was a water test on the wall and the water intrusion has not been resolved. Further destructive investigation is required. Slife will draft an RFQ for the committee to review. Slife plans to pay the contractors in full, bring the current architectural and engineering contracts to a conclusion and solicit a new round of qualifications for vendors that specialize in building envelopes.

Slife presented the January 2023 Personnel Report. There were no noted employment actions related to current staff. Four (4) vacant positions were eliminated: Manager, CAS; Librarian, PS-CYO and two (2) Associate, CAS. It was also noted that the name of the Circulation and Automation Services Department was changed to Circulation Services.

Jones moved to approve the January Personnel Report. Gerber seconded the motion. The vote was unanimous. (01-23-06)

Moutes presented the Fiscal Officer's monthly report, the December 2022 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,239,319; revenue \$115,826; expenses \$186,553; unexpended fund balance \$6,168,593; encumbrances \$182,001; and ending unencumbered fund balance \$5,986,592.

Tibbitts moved to accept the December Financial Report. Bartiromo seconded the motion. The vote was unanimous. (01-23-07)

Under the President's Report, Sieber thanked the Trustees for the opportunity to serve.

Under the Building & Equipment Committee, Slife shared photos of the proposed furniture and furniture layout drawings. The current estimate is around \$59,000. He is awaiting the final proposal.

Slife received two proposals for interior signage and is expecting a third proposal. Slife also requested two proposals for the refurbishment or replacement of the retractable conference room wall.

Slife distributed a disposal inventory that included technology items to transfer to the Friends of the Library, technology and furniture to be discarded, and furnishings to be transferred to the Wadsworth Salvation Army.

Reese moved to approve the disposal inventory, as presented. Gerber seconded the motion. Bartiromo abstained. All others approved the motion unanimously. (01-23-08)

Slife and Tim Laino are working on programming that would create a technology club that would meet to teach skills in equipment refurbishment with the help of volunteer mentors from the community. Refurbished equipment would be transferred to the Friends for the semi-annual sales.

Slife will both repost the open Facilities Maintenance position and send an RFP to local cleaning companies to see which results in the best resolution of the need for assistance in the Facilities Department.

Under New Business, Slife presented proposed revisions to the Animals in the Library policy. The ADA recognizes the need for specialized training and a deeper obligation to the safety of the public. The draft was developed with the help of Vorys. Slife provided the draft to staff for commenting. A final draft policy will be presented at the February Board meeting.

Slife also presented proposed revisions to the Public Printing policy. The policy will change from fifty (50) free prints per day to a daily allowance of \$2.50 to be used for both black & white and color copies. Black and white will be reduced from .10¢ each to .05¢ each (thus the new policy still provides 50 free black and white prints per day) and color will cost .50¢ each.

Bartiromo moved to approve the update to the Public Printing policy. Sieber seconded the motion. The vote was unanimous. (01-23-09)

Moutes stated that the template used to create the Bills Paid report for the monthly board packets needs another annual update. Alternatively, the report could be omitted going forward, as the majority of the information is available on the Check Report by Check Number that is also included. The Trustees agreed that the Bills Paid report is no longer required and will be omitted from the board packet going forward.

Sieber moved to adjourn the meeting at 8:07 p.m. Gerber seconded the motion. All were in favor. (01-23-10)