

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 24, 2020

Board President, Michael Collura, called the meeting to order at 7:04 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, Mrs. Jones, Mrs. Reese, and Mr. Sieber. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; and Robert Tibbitts, in-coming Trustee.

Reese administered the Oath of Office to Todd Gerber, Trustee, for the term of January 1, 2020 to December 31, 2026 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?

Collura noted that the Wadsworth City Schools Board of Education inadvertently omitted the recommendation of Mr. Tibbitts from its February 10 meeting agenda. The recommendation will be presented for approval at the Board of Education's March 9 meeting.

Bartiromo moved to approve the Regular Meeting minutes of January 20, 2020. Reese seconded the motion. Gerber abstained. All others approved the motion unanimously. (02-20-13)

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

- Slife continues to research the collection of data related to patrons who register for programs, then do not attend or cancel. Slife will continue to evaluate modifications to how this information is tracked and compiled moving forward, while considering patron confidentiality.
- The first Hobby Fair will be held during the spring, along with other programming with a hobby theme. Potential insight may be obtained into a future maker space.
- The increase in digital circulation was noted. While converting patrons from family library cards to individual cards, the staff took the opportunity to promote digital circulation services. Additionally, the 2020 appropriations for digital spending were increased considerably over 2019.
- The Community Relations section of the report was discussed. Slife will invite the Community Relations Coordinator, Kelly Leong, to do a presentation to the Board on extracting information from the report at a future meeting. Reese requested that the

social media information be provided in chart or graph form, including followers, post reach, activity, etc.

- The multiple failures of the elevator were discussed. Otis refurbished a master control board, and since that time it has been operating properly.

Slife presented the February 2020 Personnel Report. New Hires: Sandra Kidd-Prestridge, Assistant, CAS, effective 02/03/20; Katherine Lloyd, Associate, PS-AM, effective 02/03/20; and Albert (Woody) Smith, Manager, FMS, effective 02/17/20.

Bartiromo moved to approve the February Personnel Report. Gerber seconded the motion. The vote was unanimous. (02-20-14)

Moutes presented the Fiscal Officer's monthly report, the January 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,295,053; revenue \$134,513; expenses \$263,719; unexpended fund balance \$4,165,846; encumbrances \$964,603; and ending unencumbered fund balance \$3,201,243.

Moutes reported that she received a revised Schedule B from the Medina County Auditor's Office. Nexus filed a second annual appeal of its property value. The countywide estimated values decreased by approximately \$2.9 million dollars. The Library's estimated 2020 tax revenue decreased by \$7,600. Moutes verified that the Library's revenue was not over appropriated for 2020.

Moutes noted that no Huntington Bank CDARS matured during February. Two CDARS will mature during March.

Jones moved to accept the January Financial Report. Sieber seconded the motion. The vote was unanimous. (02-20-15)

Under the President's Report, Collura proposed going to the voters with the renewal of the five-year, 1.00 mill levy in the fall of 2021. Its current expiration is December 31, 2022. Slife will research other levies that may be also be on the ballot in the fall of 2021.

Under the Building & Equipment Committee, Slife reported that he received the roof replacement contract executed by a project manager of Tusing Builders, Ltd. Per legal counsel's advice, he is awaiting Authority to Bind from Tusing.

Under the Human Resources Committee, Reese reported that the Committee met on February 11 to commence a review of the Point Factor Position Evaluation System. Slife had provided proposed revisions and three sample job descriptions. Committee members shall apply the proposed revisions to the three sample job descriptions prior to the March Committee meeting. Simultaneously, Slife will have Library management conduct a similar review. The March Committee meeting will be rescheduled. Slife will circulate an email requesting availability.

Under Old Business, Moutes took final RSVP's for the OLC's Library Trustee Workshop to be held in Columbus on March 7, 2020. Tibbitts will be attending. Moutes will make the workshop reservation and forward payment to the OLC.

Moutes reminded Trustees of the upcoming OLC Trustee Dinner to be held in Independence on April 9, 2020. OLC's reservation deadline is April 2, 2020. Trustees are to RSVP to Moutes and she will make the reservations and forward payment.

Under New Business, Moutes presented errors that were made in drafting the 2020 Board of Trustees Meeting Dates for the months of September and December. All dates shall remain as originally drafted with the exception of the Board of Trustees meeting drafted as September 14. It will move to September 21. A copy of the revised schedule is attached to the minutes.

Reese moved to adjourn the meeting at 8:20 p.m. Jones seconded the motion. All were in favor. (02-20-16)
