

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
FEBRUARY 27, 2023

Board President, Chris Sieber, called the meeting to order at 7:00 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, and Mr. Tibbitts. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Bartiromo moved to approve the Regular Meeting minutes of January 16, 2023. Gerber seconded the motion. The vote was unanimous. (02-23-13)

Sieber moved to approve the Special Meeting minutes of January 30, 2023. Tibbitts seconded the motion. The vote was unanimous. (02-23-14)

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

- Slife noted that the Director's report was restructured and more concise. The charts were reduced in size. The 2023 statistics are up over last year.
- Slife raised the idea, first discussed by President Jones in 2022, to plan a Board retreat on a Saturday for strategic planning purposes. He would also like to schedule stakeholder meetings. He asked the Trustees to consider community members that could be invited to participate. The retreat and stakeholder meetings will then be used to set vision and goals for the new plan, including adapting to recent changes in publishing trends.
- Slife will forward the open board position posting language to the Human Resources Committee for review.
- Slife noted the Governor released a proposed budget which would have placed the PLF into permanent law at 1.7% of the General Revenue Fund (GRF). However, HB1 proposes a flat tax that would result in a reduction of the PLF revenue and may also eliminate the homestead tax revenue that is received from the county. This has the potential to negatively impact the schools, Library and other local governments. The OLC is watching these bills closely and Slife will keep the Board updated as the situation develops.

Slife presented the February 2023 Personnel Report. There were no noted employment actions related to current staff. Two (2) vacant positions were eliminated: Full-time Associate, FMS and part-time Associate, FMS.

Bartiromo moved to approve the February Personnel Report. Tibbitts seconded the motion. The vote was unanimous. (02-23-15)

Moutes presented the Fiscal Officer's monthly report, the January 2023 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$6,168,593; revenue \$151,092; expenses \$250,810; unexpended fund balance \$6,068,875; encumbrances \$947,017; and ending unencumbered fund balance \$5,121,858.

Tibbitts moved to accept the January Financial Report. Gerber seconded the motion. The vote was unanimous. (02-23-16)

Under the Building & Equipment Committee, Slife provided a project overview. He is working to obtain pricing on the refurbishment of the walls in meeting rooms A & B. He is also waiting for quotes on the dividing wall partition. He is leaning toward a partition replacement that would retain the existing tracks. The orders were placed for the furnishings. RFQ's are currently being reviewed by legal counsel for both architectural services and building envelope companies in order to move forward with the masonry repairs that would solve the water intrusion issues.

Under Human Resources Committee, Tibbitts presented a review of the proposed revisions to the Personnel Policy Manual, Section 4.4 Pay Administration. The proposed section title would change to "Compensation Philosophy and Pay Administration".

Bartiromo moved to approve the Personnel Policy Manual, Section 4.4, revisions as presented. Tibbitts seconded the motion. The vote was unanimous. (02-23-17)

Tibbitts presented an overview of the elimination of two vacant positions in the Facilities Maintenance Services Department in order to facilitate hiring a third-party cleaning company. The positions were eliminated by way of the Personnel Report approved earlier in this meeting.

Gerber moved to approve General Fund appropriations transfers between objects as follows:

\$52,000 from Facilities Maintenance Salaries (1170) to Cleaning Services (3312)

\$ 7,300 from Retirement Benefits (1400) to Cleaning Services (3312)

Bartiromo seconded the motion. The vote was unanimous. (02-23-18)

Slife discussed possible organizational changes in light of the combined services desk to improve reporting relationships and functional organization around that shared space. In addition, Slife stressed the importance of improving staff training as well as coordination and management of programming and collection development.

With the changes in the Administration Department, he proposes cross training that would include the Director cross training as Deputy Fiscal Officer and the Deputy Director cross training as Director.

Under New Business, Slife presented a proposed inventory disposal that would transfer ownership of a "Lot" of 173 pieces of artwork (some were formerly circulating in the collection)

to the Friends of the Library. The Friends are planning a Spring 2023 Art Sale, to be held the week after the Spring 2023 Book Sale.

Gerber moved to approve the inventory disposal of a “Lot” of 173 pieces of artwork to the Friends of the Library. Tibbitts seconded the motion. The vote was unanimous. (02-23-19)

Tibbitts moved to adjourn the meeting at 7:34 p.m. Bartiromo seconded the motion. All were in favor. (02-23-20)

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