

**ELLA M. EVERHARD PUBLIC LIBRARY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**MARCH 18, 2019**

Board President, Michelle Reese, called the meeting to order at 7:03 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mr. Gerber, and Mr. Sieber. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Sieber moved to approve the Regular Meeting minutes of February 25, 2019. Gerber seconded the motion. The vote was unanimous. (03-19-23)

Slife presented the March 2019 Director's Report. The following items were mentioned:

- Slife noted the "Unique Wireless Internet Users" statistic was missing from his report. There was an update to the equipment's firmware that wiped the data for the first portion of the month. Slife will estimate the February statistic and note it as an estimate on his next report.
- Inquiry was made into the student book delivery to classrooms. Slife stated that staff will be working to get a library card into every student's hands. A letter will be sent from the school to the parents advising them of their child's receipt of the library card. They will be individual accounts and the parents' accounts will not be required to be in good standing.
- Slife learned that PCS will not be able to digitize the history room. Instead, they suggested an "internet of things". This system would allow teens to search for teen fiction or graphic novels, then an LED would light up on the shelf with the item. Slife will explore this further.
- Wadsworth High School students have volunteered to lead a book drive for the Friends of Wadsworth Public Library.

The March Personnel Report was moved to the HR Committee Report, see below.

Moutes presented the Fiscal Officer's monthly report, the February 2019 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$3,680,435; revenue \$878,043; expenses \$224,479; unexpended fund balance \$4,333,999; encumbrances \$639,280; and ending unencumbered fund balance \$3,694,719.

Moutes noted that two CDARS matured during March and were reinvested for 52 weeks at 2.45%.

Moutes explained that the Check Report by Check Number could be provided to the Board in place of the Bills Paid report that is generated by an Excel macro. The Check Report

includes EFT's and voids, but does not include payroll which is entered into SSI by journal entry. The Board would like to see both reports going forward.

Bartiromo moved to accept the February Financial Report. Collura seconded the motion. The vote was unanimous. (03-19-24)

Under the Ad Hoc Strategic Planning Committee, Slife distributed copies of the proposed 2019-2021 Strategic and Tactical Plans. He noted that he will follow-up with the citizens' committee by email and provide the committee members with the final, approved version. He will also post a survey to see if the committee members would like to schedule another meeting during which they could ask questions about the final plan. The meeting will be held if a majority answer yes to the survey. Slife will draft a thank you letter to the committee members and provide the letter to the Board for signature by all Trustees. The final version of the plan will be posted on the Library's website.

Gerber moved to approve the 2019-2021 Strategic and Tactical Plans. Reese seconded the motion. The vote was unanimous. (03-19-25)

Under the Building & Equipment Committee, Collura provided a recap of the meeting that occurred immediately prior to the Regular Meeting. Slife provided copies of the draft Request for Quotation (RFQ), the proposed schedule for roof repair or replacement, and the cost estimate provided by Williams Architects to those who did not receive them at the Committee meeting.

As determined by Williams Architects, the roof on the 2002-2003 section of the building requires extensive repair or replacement. An Architect/Engineer will be retained to develop drawings and specifications to be used for bidding.

The Committee is considering a hard bid of the roof repair or replacement. They anticipate completing the roof and the water intrusion as separate projects because of the specialization required for each project.

Collura moved to approve advertising the proposed RFQ. Bartiromo seconded the motion. The vote was unanimous. (03-19-26)

Under the Human Resources Committee, Slife distributed copies of the March 14 Committee Meeting Minutes. Several topics were discussed:

Revision to Personnel Policy Manual: In order to accommodate employees who are assigned less than 20 hours per week in the event they request unpaid leave, revisions were suggested to the Personnel Policy Manual Sections 5.4 Vacation and 5.10 Leaves of Absence.

Bartiromo moved to approve the proposed revisions to the Personnel Policy Manual. Sieber seconded the motion. The vote was unanimous. (03-19-27)

New Positions and Job Descriptions: Slife distributed copies of the proposed job descriptions for the new Facilities Supervisor, SFS and Community Relations Coordinator, Administration Department, positions. Also distributed were proposed revisions to the Associate, SFS position, that would change its reporting relationship.

Slife also distributed an Amended March 2019 Personnel Report which included the two new positions. Resignation: Susan Sutton, Associate, AMS, effective 3/20/19; Return to 15 hours per week, Carter Moore, effective 5/26/19; Eliminate the vacant Associate, SFS position effective 3/18/19; Create the new Facilities Supervisor, SFS position effective 3/18/19; and Create the new Community Relations Coordinator, Admin, effective 3/18/19.

Gerber moved to approve the March Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (03-19-28)

Slife distributed copies of the revision to the salary schedule which included the new positions.

Bartiromo moved to approve the revision to the Salary Schedule. Reese seconded the motion. The vote was unanimous. (03-19-29)

Trustee Applications: Prior to the meeting, the Trustees reviewed and ranked the eight applications received to fill the vacant Trustee position. Rankings were shared and the top five candidates were selected. Three of the top five were interviewed during the last round of applications. Interviews will be scheduled with two new applicants.

Under Old Business, Moutes inquired into the Trustees' interest in attending the OLC's Trustee Dinner scheduled for April 25 in Independence. She will obtain the reservation deadline and send out an email closer to the event deadline. Moutes will make the reservations and pay for Trustees that would like to attend.

Reese invited the Trustees and their families to a social gathering at her home on May 11 at 6:00 pm. She will send out a calendar invite.

Collura moved to adjourn the meeting at 8:25 p.m. Bartiromo seconded the motion. All were in favor. (03-19-30)