

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
APRIL 15, 2019

Board President, Michelle Reese, called the meeting to order at 6:58 p.m. with the following Board members present: Mr. Bartiromo, Mr. Collura, Mr. Gerber, Mrs. Jones and Mr. Sieber. Also attending were Daniel Slife, Library Director and Patty Moutes, Business Manager & Fiscal Officer.

Gerber moved to approve the Regular Meeting minutes of March 18, 2019. Bartiromo seconded the motion. The vote was unanimous. (04-19-31)

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

- Slife stated that the substantial reduction in the Total Attendance at Teen Programs statistic was the result of a middle school program that normally occurs during March, but did not take place.
- Slife provided an overview of the question related to the Library's founding date. This will be further researched to determine when the Library converted from a private library to a public library funded by the tax payers.
- The Library staff and patrons did not participate in the state-wide tornado drill because of programming that was occurring during that time.

Slife presented the April 2019 Personnel Report. Promotion: Ariel Hakim, Associate, AMS, effective 04/08/19. Resignation: Kelley Welch, Associate, CYOS, effective 04/26/19. Return to 15 Hours per Week: Patrick Kilker, Student Page, CAS, effective 05/12/19; and Zeke Callaghan, Student Page, CAS, effective 06/02/19.

Gerber moved to approve the April Personnel Report. Collura seconded the motion. The vote was unanimous. (04-19-32)

Moutes presented the Fiscal Officer's monthly report, the March 2019 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,333,998; revenue \$124,210; expenses \$168,798; unexpended fund balance \$4,289,410; encumbrances \$589,499; and ending unencumbered fund balance \$3,699,911.

Sieber volunteered to perform the 1st Quarter 2019 Credit Card and Cash Verification Audit. Moutes noted that two CDARS matured during March and were reinvested for 52 weeks at 2.45%.

Jones moved to accept the March Financial Report. Bartiromo seconded the motion. The vote was unanimous. (04-19-33)

Under the Ad Hoc Strategic Planning Committee, the timing for revisiting the Strategic Plan's framework and updates to the Tactical Plan was discussed. Slife will provide a reminder in

November and place the Ad Hoc Strategic Planning Committee on the Board's December 2019 Agenda.

Under the Building & Equipment Committee, Collura reported that the Committee met on April 12, 2019, to review the six packages received in response to the advertised Request for Qualifications for the roof replacement project. The Committee determined that two responders fully met the qualifications. Given the Library's history, and their work on the facility assessment, the Committee unanimously decided to request a cost proposal from Williams Architects.

The committee further determined that, based on their reputation and experience with public activities, they would recommend Bricker & Eckler as legal oversight for the roof replacement project.

Collura moved to approve the selection of Williams Architects to provide architectural and engineering services necessary to develop drawings and specifications to be used for bidding the roof replace project. Jones seconded the motion. The vote was unanimous. (04-19-34)

Reese moved to approve the retention of Bricker & Eckler as legal counsel for the roof replacement project for the purposes detailed in their engagement letter. Sieber seconded the motion. The vote was unanimous. (04-19-35)

Slife noted that the next step will be to begin contract negotiations with Williams Architects. Bricker & Eckler will provide legal counsel during negotiations. The negotiated contract will then be presented to the Board for approval.

Under the Human Resources Committee, Reese provided an update on the open trustee seat. The Committee interviewed one additional candidate, and the second withdrew his application. While a number of applicants would be excellent choices for the Board, the Board selected Nancy Likens to serve as Trustee.

Reese made a motion to recommend Nancy Likens to the Wadsworth City Schools Board of Education for appointment to the Library's Board of Trustees. Nancy Likens would complete Amy Lyon-Galvin's term expiring on December 31, 2022. Bartiromo seconded the motion. The vote was unanimous. (04-19-36)

Under Old Business, Moutes noted that she had registered and paid for Gerber, Reese & Sieber to attend the OLC's Trustee Dinner to be held on April 25 in Independence.

Under New Business, Slife and Moutes presented the administrative challenges faced when issuing refunds to patrons who returned library materials that had been previously lost and paid for on their account. The Board agreed that it was time to revise this policy.

It was noted that Sierra will need to be tested to see what it will do in the event a patron pays for an item - will the record be marked withdrawn or deleted? If the record is marked withdrawn, then the item returned via overnight drop box, the record may reactivate. Slife will test Sierra.

Slife will conduct staff training on the interface between the staff and patrons that will include instruction to the patrons that if an item is returned to the Library after they have paid for it, the returned item will be considered a donation to the Library. This message may also be included on a flier or bookmark that can be stapled to the patron's receipt.

Slife presented the proposed update to the Library's Operating Policy Manual. It was noted that, in section 1.1.6.B, the word "found" will be changed to the word "returned."

Slife's proposed change to the Operating Policy would become effective May 1, 2019. Prior to the Board meeting, Slife had shared the proposed Operating Policy revision with staff for a two week commenting period. No comments were received.

Slife will have a digital copy of the Library's Operating Policy Manual placed on the Library's website as a .pdf. Slife will additionally amend the Lost Materials section of the website.

Bartiromo moved to end the policy of refunding patrons for items that have been paid for and returned. The Library's Operating Policy Manual will be updated as proposed, and as amended above. Jones seconded the motion. The vote was unanimous. (04-19-37)

Also under New Business, Moutes shared an Institution Notice for Liquor Permit received from the Ohio Department of Commerce as notice of application of a New D3 liquor permit for BJS Bites, DBA Valley Café, at 101 High Street.

Collura moved to return the Notice to the Ohio Department of Commerce without objection to the Valley Café's application for a D3 liquor permit. Jones seconded the motion. The vote was unanimous. (04-19-38)

Collura moved to adjourn the meeting at 8:13 p.m. Gerber seconded the motion. All were in favor. (04-19-39)