

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 20, 2020

Board President, Michael Collura, called the meeting to order at 7:03 p.m. with the following Board members present: Mr. Bartiromo, Mr. Gerber, Mrs. Jones, Mrs. Reese, Mr. Sieber and Mr. Tibbitts. Also attending were Daniel Slife, Library Director; Patty Moutes, Business Manager & Fiscal Officer; Nicole Moore, Deputy Director; and Tim Laino, Manager of Systems and Technology.

As a result of the Covid-19 Pandemic (in accordance with the General Assembly's legislation temporarily modifying the Open Meetings Act) the meeting was held via Google Meet video conferencing. In order to provide for public viewing, a live stream link was posted to the Library's website fifteen minutes prior to the meeting. The meeting was live streamed to YouTube. Members of the public watching via live stream were not able address the Board in real-time or be publicly recognized.

Reese administered the Oath of Office to Robert Tibbitts, Trustee, for the term of April 20, 2020 to December 31, 2022 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?

Gerber moved to approve the Regular Meeting minutes of February 24, 2020. Reese seconded the motion. The vote was unanimous. (04-20-19)

The Regular Meeting of the Board of Trustees scheduled for March 16, 2020, was cancelled due to the COVID-19 Pandemic. Thus, there are no minutes.

Slife presented the March and April 2020 Director's Reports. The following items were mentioned:

- Based on current information, he is planning to reintroduce limited services in the beginning of May. The Ohio Library Council is developing a plan that includes guidelines and recommendations. The management team is planning to meet in the building (socially distanced) and walk the building to develop staging and traffic flow patterns. He plans to introduce curbside service as soon as permitted.
- Nicole Moore reported that when staff return to work there will be split work teams. Some will be assigned to a fulfilment team that will work within the Library to pull materials. Others will be assigned to work the drive-up window with the patrons. These shifts will be rotated throughout the day.

- Slife noted that he and Moutes continue to watch the finances closely and will continue to reassess the situation regularly.
- Staff are currently all on Forced Leave status. Many are working from home and hourly staff are tracking their time for manager review. Board action will not be required to exit Forced Leave status. Measures were put into place to ensure those who are working from home and who are non-exempt are not exceeding their weekly assigned hours.
- Collura complimented the staff on their impressive virtual programs. A wonderful amount of content was created in a short amount of time.
- Slife described the “Wadsworth Knows How” initiative as an infrastructure for volunteer support, resources for those in need, and a way to keep people connected to the community provision of basic needs.
- Collura noted that the several charts after page twenty-two of the packet were missing the last digit of the statistics.
- It was noted that the Cluster Report will be reformatted, but the reformatting was postponed due to the Library shut down.
- Collura noted that website sessions statistic does not include visits to the catalog. Encore will be researched to see if it will provide a report. Collura would like to see if catalog traffic volume has changed.

Slife presented the March 2020 Personnel Report. New Hires: Shane Moughiman, Librarian, PS-AM, effective 03/23/20; Linda Andrews, Processor, CAS, reduction in hours effective 02/23/20.

Bartiromo moved to approve the March Personnel Report. Gerber seconded the motion. The vote was unanimous. (04-20-20)

Slife presented the April 2020 Personnel Report. Other Actions: All Staff placed on Forced Leave due to the COVID-19 Pandemic effective 03/15/20.

Sieber moved to approve the April Personnel Report. Bartiromo seconded the motion. The vote was unanimous. (04-20-21)

Moutes presented the Fiscal Officer’s monthly reports, the February and March 2020 financial statements and the investment reports. Moutes reported the following month-to-date fund totals:

- February beginning fund balance \$4,165,846; revenue \$776,691; expenses \$159,304; unexpended fund balance \$4,783,234; encumbrances \$925,464; and ending unencumbered fund balance \$3,857,770.

- March beginning fund balance \$4,783,234; revenue \$255,395; expenses \$202,498; unexpended fund balance \$4,836,131; encumbrances \$843,215; and ending unencumbered fund balance \$3,992,916.

Collura moved to approve the transfer of 2020 General Fund Appropriations in the amount of \$3,000 between objects: \$3000 from Contingency (8900) to Children's Svcs Supplies (2912), to increase the Summer Reading Club supply budget as a result of the \$3,000 increase in the SRC donation from the Friends of WPL. Jones seconded the motion. The vote was unanimous. (04-20-22)

Gerber volunteered to perform the 1st Quarter 2020 Credit Card and Cash Verification Audit.

Moutes noted that two Huntington Bank CDARS matured during March. They were reinvested for 52 months at 0.2%.

Moutes added a Public Library Fund (PLF) report to the March 2020 financial statement. The report provides the dollar amount change and the percentage change from the same period of the prior year and from the Ohio Department of Taxation's annual estimates.

Gerber moved to accept the February Financial Report. Jones seconded the motion. The vote was unanimous. (04-20-23)

Bartiromo moved to accept the March Financial Report. Sieber seconded the motion. The vote was unanimous. (04-20-24)

Under the President's Report, Collura reported that he and Slife discussed the upcoming levy renewal and the plan remains in place. They will carefully monitor the Library's community partners and the plan may need to change.

Collura further reported that he and Slife were monitoring trends with public libraries and late fines. He asked the Board begin considering both the positive and negative impacts of going fine-free. Slife noted that the Library is temporarily operating in a fine free state to provide full access to electronic resources and keep children engaged.

Under the Building & Equipment Committee, Collura reported that Williams Architects determined that the existing insulation was salvageable and that salvage would not negatively affect the 30 year warranty. Slife executed the change order for the reduction in the contract sum by \$10,100.

Collura moved to retroactively grant the Library Director the authority to approve roof replacement project change orders up to \$15,000. Gerber seconded the motion. The vote was unanimous. (04-20-25)

Under the Human Resources Committee, Reese reported that the next step in the review of the point factor system would be to provide revisions to the Board for review. This was tabled and moving forward will be reassessed on a monthly basis.

Under New Business, Collura thanked Slife and the Library staff for reacting to and dealing with the COVID-19 Pandemic, a very difficult situation, in a caring manner. Collura expressed the Board's appreciation for the long hours and steadfast commitment to the Library.

Slife thanked the Trustees for their stewardship and support of the operations.

Reese moved to adjourn the meeting at 7:57 p.m. Tibbitts seconded the motion. All were in favor. (04-20-26)
