

ELLA M. EVERHARD PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
APRIL 19, 2021

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

As a result of the Covid-19 Pandemic (in accordance with the Ohio General Assembly's legislation temporarily modifying the Open Meetings Act) the meeting was held via Google Meet video conferencing. Public libraries may still conduct virtual meetings according to the requirements of House Bill (HB) 197. This provision of the law was extended by the Ohio General Assembly through passage of HB 404 which extends virtual meetings through July 1, 2021. 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 to address the Board in real-time or be publicly recognized.

Gerber moved to approve the Regular Meeting minutes of March 15, 2021. McMahan seconded the motion. Bartiromo & Reese abstained. All others approved the motion unanimously. (04-21-18)

Slife presented the April 2021 Director's Report. The following items were mentioned:

- Slife's report provided details related to the Covid-19 Phase 4 reopening procedures. Slife noted that the proposed path forward was written prior to the issuance of the Ohio Department of Health's consolidated orders. Following the issuance of the consolidated orders, Slife contacted Medina County Health Commissioner, Krista Wasowski for clarification. Proposed changes to the draft will be reviewed by staff prior to implementation. It will then return to the Human Resources Committee for final input. The provisions of the Phase 4 reopening will be published in the Summer Program Guide, scheduled to be mailed to residents in a few weeks.
- It was noted that the Library is not requiring or tracking vaccinations. Staff members are permitted to use sick time to miss work for a vaccine appointment. It appears from sick leave slips that approximately half of staff members have received at least a first dose. In the event a staff member volunteers to present a program and wear a face shield rather than a mask, Slife will request proof of vaccination.
- Slife believes that the furniture, as proposed in the layout attached to the Phase 4 plan, may be returned to the Library and the meeting rooms reopened to patrons as early as April 26. A restart date for Story Time programming is not yet scheduled, but could commence under the Phase 4 guidelines of distancing and masks recommended by the County Health Director. The Phase 4 plan initially included

raising the building occupancy limit from 25 to 75. However, under more recent guidance from Commissioner Wasowski, building occupancy limits would be removed completely. Slife believes distancing restrictions and limited opportunities for gathering will work together to reduce total occupancy at any given time. As in-person programming is reintroduced, there will be a gradual phasing out of virtual programming.

- Slife will work with the community, staff and Board, while observing practices elsewhere in the community, to determine the scope of further reopening. A supplemental survey may be needed. He understands that neighbors and team mates are split as to how fast and to what degree procedures are lifted and recommends a middle path in order to accommodate the greatest number of people.
- As we move into the summer months, staffing levels may need to increase. This item will be on the Human Resource Committee's upcoming agenda. We will soon know the state budget, and if it is reduced from the current 1.7% to the proposed 1.66% of the general revenue fund. The committee will evaluate lifting the hiring freeze.
- Public Services staff is preparing for city-wide events that are planned for the upcoming summer, including First Fridays.

Slife presented the April 2021 Personnel Report. There were no employment or other personnel actions detailed on the April report.

Sieber moved to approve the April Personnel Report. Reese seconded the motion. The vote was unanimous. (04-21-19)

Moutes presented the Fiscal Officer's monthly report, the March 2021 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$5,356,586; revenue \$315,874; expenses \$150,736; unexpended fund balance \$5,521,723; encumbrances \$691,104; and ending unencumbered fund balance \$4,830,620.

Moutes noted that she will not be implementing Huntington's ACH direct deposit to vendors that was mentioned in last month's report. She took the training and learned that the system was far more expensive and complex than required by the current number of payables.

Moutes stated that the March CDARS were moved from Huntington to Westfield Bank. They were invested for 52 weeks at 0.2%. If the rate is still 0.2%, Moutes is planning to move \$200,000 from both the GF and the CPF Star Ohio accounts to Westfield Bank during April/May. Huntington's CDARS reinvestment rate was 0.02% and Star Ohio's current rate is 0.07%.

Moutes informed the Board that the Auditor of State's Office sent an Advisory Memo that stated they were now permitting a third Agreed Upon Procedures (AUP) cycle. If requested, a third AUP would save approximately \$5,000 on the 2022 audit cost. Moutes is currently

drafting the 2022 tax budget. She will budget for the full audit cost, but wanted the Board to be aware that a 2022 AUP was an alternative.

Sieber volunteered to perform the 1st Quarter 2021 Credit Card and Cash Verification Audit.

Sieber moved to accept the March Financial Report. Bartiromo seconded the motion. The vote was unanimous. (04-21-20)

Under the President's Report, Jones thanked Moutes for her work on CDARS and efforts to improve the Library's interest on investments revenue.

Under the Building & Equipment Committee, Sieber noted that the Committee met on April 12 to discuss a number of topics.

Slife noted that Williams Architects' proposal was revised and it, along with a proposed AIA contract were forwarded to Bricker for legal review. The proposed AIA contract was drafted from the 2020 roof replacement contract, to minimize legal review required. Taylor will be engaged, through Williams Architects, to examine the roofs that were not replaced during 2020 and all building facades. A proposal will be drafted for any water damage located during the inspection.

Library Design was engaged to evaluate furnishings that would make better use of the space, yet be flexible. Their initial design concepts will be presented to the Building and Equipment Committee at its May meeting.

Building and Equipment Committee is also considering additional interactives for the children's play area. Burgeon Group is pricing installations and a high/low budget from them will be presented to the Committee next month.

The Library was included in a grant proposal written by the City of Wadsworth for electric vehicle charging stations. If awarded and the Library property is deemed a desirable final location, the Board will consider if it would like to participate as a charging station location.

Under new business, Bartiromo stated that the Friends of Wadsworth Public Library scheduled its spring book sale for last weekend and next weekend. It is by appointment and the number of occupants in the room at any one time is limited. The first weekend resulted in net sales of \$2,700, which is outstanding under the circumstances. He thanked those involved for their efforts.

McMahan moved to adjourn the meeting at 7:45 p.m. Bartiromo seconded the motion. All were in favor. (04-21-21)