

ELLA M. EVERHARD PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
MAY 18, 2020

Board President, Michael Collura, called the meeting to order at 7:02 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; and Patty Moutes, Business Manager & Fiscal Officer.

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.

Gerber moved to approve the Regular Meeting minutes of April 20, 2020. Jones seconded the motion. The vote was unanimous. (05-20-27)

Slife presented the May 2020 Director's Reports. The following items were mentioned:

- Slife and managers are exploring the possibility of home delivery service in order to return the Library to the level of value patrons were used to prior to the shutdown.
- The April Attendance Statistic of 4,147 was based on the on-line connections and views of the virtual story times and other programs created by staff members during the closure. There were no physical visits to the building, it was closed the full month of April. As these statistics are reported to the State Library of Ohio, Slife will obtain clarification as to whether to include the on-line views. The State Library may create new categories for reporting this type of interaction.
- Slife is considering a software to track a "Library of Things." The Foundation would support the cost of the initial setup and the ongoing annual cost. This would simplify cataloging and sharing items such as tools within the community.
- It was noted that the Door Count statistic was zero for the month of April. Since the month of May will only have drive-up traffic, the Board inquired into counting the number of cars served and including it in this statistic. Historically, drive-up has not been counted and included in the Door Count statistic. The Library does not have an automated system for tracking, it would have to be by a count clicker. Slife will have staff track this count going forward.

Slife presented the May 2020 Personnel Report. Forced Leave: All staff returned from Forced Leave effective 5/10/20. Resignations: Cynthia Kircher, Assistant, CAS, effective 5/20/20; and Patrick Kilker, Page, CAS, effective 5/29/20. FMLA Leave: Shirley Hodek, effective 5/11/20 through 7/12/20 under CARES Act provision.

Bartiromo moved to approve the May Personnel Report. Reese seconded the motion. The vote was unanimous. (05-20-28)

Moutes presented the Fiscal Officer's monthly report, the April 2020 financial statements and the investment report. Moutes reported the following month-to-date fund totals: beginning fund balance \$4,836,131; revenue \$89,957; expenses \$199,459; unexpended fund balance \$4,726,628; encumbrances \$810,526; and ending unencumbered fund balance \$3,916,102.

Moutes noted that she added a Property Tax and Intergovernmental Gross Revenue Report, similar to the Public Library Fund (PLF) report added last month, to the April 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 County Auditor's estimates.

Jones moved to accept the April Financial Report. Sieber seconded the motion. The vote was unanimous. (05-20-29)

Under the Building & Equipment Committee, Slife stated that the work on the roof was substantially complete; however, a recent rain had revealed a new roof leak above the Children's Services desk. It was patched and the contractor will work to trace the leak in order to install a permanent repair. Final payment will be held until the roof proves to be watertight.

Under the Finance & Audit Committee, Moutes presented the proposed 2021 Tax Budget Request.

Collura noted that the proposed budget was a 7.1% decrease from the 2020 permanent appropriations. Slife noted that the tax budget is a request for funding, not an authorization to spend. These numbers will be revisited with the 2021 permanent appropriations, which will occur after the rewriting of the State Budget. He also noted that the Library had implemented a hiring freeze and a salary increase freeze.

Gerber made a motion to adopt the 2021 Tax Budget with estimated General Fund distributions totaling \$2,755,330, as presented. Jones seconded the motion. The vote was unanimous. (05-20-30)

Under the Human Resources Committee, Reese reported on the Committee meeting that occurred immediately prior to the Regular Meeting.

The review of the point factor system was put on hold indefinitely. Performance evaluations for the current year will be conducted. It is understood that there will not be any salary increases, but the process provides staff with important feedback. The process will be delayed by at least one month.

The policies and actions taken to comply with the Auditor of State's guidance were reviewed. A webinar had caused a stir among libraries as to their authority to issue calamity pay. The Auditor asked that those with plans document the authority and what had been done during

the shutdown and by whom. Slife reviewed the following details with the committee prior to the meeting.

Slife noted that the Forced Leave Policy was in place and was activated properly. The staff kept time cards during the forced leave, essentially to ensure that no hourly staff went over their assigned weekly hours. He noted that all staff members were instructed to check email from home, remote reference desks were up and running within a week, virtual story times along with a number of other videos were created, and outreach work continued.

A personnel report that noted the enactment of forced leave was approved by the Board at its April 20 Regular Meeting. While Slife and Moutes believe that everything was completed appropriately to comply with audit requirements, Auditor Faber assured webinar viewers that his office would exercise maximum flexibility during the audit of 2020.

After forced leave was exited, several were able to work from home according to the Governor's "Stay Safe" order. A work from home "task log" was created and will be completed and signed by staff members and supervisors in addition to the normal time sheets.

Reese noted that one area of concern going forward is the risk of the spread of the disease. The Committee will stay abreast of OSHA changes and guidance.

Bartiromo moved to adjourn the meeting at 7:57 p.m. Reese seconded the motion. All were in favor. (05-20-31)

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